

**1000 SERIES
BOARD OF TRUSTEES**

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Legal Status, Organization and Operation

The legal name of this District is Hall Elementary School District No. 8, Granite County, State of Montana. The District is classified as a Third Class District and is operated according to the laws and regulations pertaining to elementary school districts of the State of Montana and the United States of America.

The Board of Trustees of the Hall Elementary School District #8 is the governmental entity established by the State of Montana to plan and direct all aspects of the District's operations to the end that students shall have ample opportunity to achieve their individual and collective learning needs.

In order to achieve its primary goal of providing each child with the necessary skills and attitudes to become an effective citizen, the Board shall exercise the full authority granted to it by the laws of the state. Its legal powers, duties and responsibilities are derived from the Montana Constitution and state statutes and regulations. Sources such as the school laws of Montana, and the administrative rules of the Board of Public Education and the Office of Superintendent of Public Instruction delineate the legal powers, duties and responsibilities of the Board.

The policies of the Board define the organization of the Board and the manner of conducting its official business. The Board's operating policies are those that the Board adopts from time to time to facilitate the performance of its responsibilities.

The Hall Elementary School District #8 maintains the Hall Elementary School.

Legal References:	§ 20-3-323, MCA	District policy and record of acts
	§ 20-3-324, MCA	Powers and duties
	§20-6-101, MCA	Definition of elementary and high school districts
	§20-6-201, MCA	Elementary district classification

Policy History

Adopted on: August 16, 2010

Revised on:

THE BOARD OF TRUSTEES
Membership, Election and Resignation

1105

Membership

Hall Elementary School District No. 8 is a third class district and, as such, has three Board Members. Each Board Member serves a three year term. Terms are staggered according to law. Trustees are elected at the annual school election.

Election

Board elections shall be held on the first Tuesday after the first Monday of May of each year. A person who is a qualified voter of the District is legally qualified to become a trustee. Any five third-class qualified electors may nominate as many trustee candidates, as there are trustee positions subject to election at the ensuing election. The name of each person nominated for candidacy shall be submitted to the Clerk of the District not less than forty (40) days before the regular school election day at which he/she is to be a candidate. If there are different terms to be filled, the term for which each candidate is nominated shall also be indicated. If there are no contested seats and there is no other reason for the election, the district may cancel it.

Taking Office

A newly-elected trustee shall take office as soon as the election results have been certified and the newly-elected trustee has taken and subscribed to an oath that he/she will faithfully and impartially discharge the duties of the office to the best of his/her ability. Such oath shall be filed with the County Superintendent within fifteen (15) days after the receipt of the certificate of election.

Legal Reference:	§ 2-16-502, MCA	Resignations
	§20-1-202, MCA	Oath of Office
	§20-3-301, MCA	Election and term of office
	§20-3-302, MCA	Legislative intent to elect less than majority of trustees
	§20-3-305, MCA	Candidates and Qualifications
	§20-3-307, MCA	Qualifications and Oath
	§20-3-324(4), MCA	Powers and duties
	§20-3-341, MCA	Number of trustee positions in elementary school districts
	§20-3-376, MCA	Conduct of Election
	§20-7-344, MCA	Nominating of Candidates
	§20-20-301, MCA	Qualifications of elector
	§Title 20, Chapter 20, MCA	School Elections

Policy History

Adopted on: August 16, 2010

Revised on:

Vacancies

Any elected trustee position shall be vacant whenever the incumbent:

1. Dies;
2. Resigns;
3. Moves his/her residence from the applicable District;
4. Is no longer a registered elector of the District under the provisions of ' 20-20-301, MCA;
5. Is absent from the District for sixty (60) consecutive days;
6. Fails to attend three (3) consecutive meetings of the trustees without a good excuse;
7. Has been removed under the provisions of ' 20-3-310, MCA; or
8. Ceases to have the capacity to hold office under any other provision of the law.

A trustee position also shall be vacant when an elected candidate fails to qualify.

In the case of a trustee vacancy, the remaining Trustees shall fill such vacancy by appointment. The Board will receive applications from any qualified persons seeking to fill the position after suitable public notice. The Board will appoint one (1) candidate to serve until the next regularly scheduled election. Should the Board fail to fill a vacancy within sixty (60) - days from the creation of such vacancy, the County Superintendent shall appoint, in writing, a competent person to fill such vacancy. An appointee shall meet the requirements provided by law and shall serve until the next regularly scheduled school election and his/her successor has qualified.

Resignation

Resignation of a trustee, for whatever reason, must be submitted in writing to the Clerk of the District. A resignation is effective 72 hours after its submission unless withdrawn during that period by the resigned through written notification of withdrawal made to the district clerk. The Board shall then accept the resignation by formal action. Trustees retiring from the Board will be recognized for their service.

Cross Reference: 1240 Duties of Individual Trustees

Legal Reference:	§20-3-308, MCA	Vacancy of trustee position
	§20-3-309, MCA	Filling vacated trustee position

Policy History

Adopted on: August 16, 2010

Revised on:

Annual Organization Meeting

After the issuance of the election certificates to the newly elected trustees in May and on or before the third Saturday in May, the Board shall elect from among its members a Chairperson to serve a one (1) year term. If a Board Member is unable to continue to serve as an officer, a replacement shall be elected immediately. In the absence of the Chair, the Board shall elect a Chairperson pro tempore who shall perform the functions of the Chair during the latter's absence. The Clerk shall act as Board secretary.

The normal order of business shall be modified for the annual organizational meeting by considering the following matters after the approval of the minutes of the previous meeting:

1. Welcome and introduction of newly-elected Board Members by the current Chair.
2. Swearing in of newly elected Trustees.
3. Call for nominations for Chair to serve during the ensuing year.
4. Election of a Chair.
5. Assumption of office by the new Chair.
6. Appointment of a Clerk.

Policies and By-Laws shall continue from year to year until and unless the Board changes them.

Legal Reference: § 20-3-321, MCA Organization and officers
 §20-3-322(a), MCA Meetings and Quorum

Policy History:

Adopted on: August 16, 2010

Revised on:

Officers:

Chair

The Chair shall preside at all Board Meetings and sign all papers and documents as required by law and as authorized by the action of the Board. The Chair shall conduct the meeting in the manner prescribed by the Board's policies, provided that the Chair shall have the full right to participate in debate without relinquishing the Chair and shall have the right to vote on all matters put to a vote. The Chair may close a meeting during the time the discussion relates to a matter of individual privacy and then if and only if the Chair determines that the demands of individual privacy clearly exceeds the merits of public disclosure. The Chair may also close a meeting to discuss a strategy to be followed with respect to litigation when an open meeting would have a detrimental effect on the litigating position of the district. The Chair will strive to keep all trustees informed regarding correspondence and issues that are brought to his/her attention.

Clerk

The Clerk of the Board shall attend all meetings of the Board unless excused by the Board Chair, and keep an accurate journal of its proceedings. The Clerk shall have custody of the records, books, and documents of the Board. In the absence or inability of the Clerk to attend a Board meeting, the Board will designate a person to serve as clerk for the meeting. The Clerk will keep accurate and detailed accounts of all receipts and disbursements made by the District. The Clerk shall draw and countersign all warrants for expenditures that have been approved by the Board. The Clerk shall prepare and submit to the Board a financial report of receipts and disbursements of all school funds on an annual basis. The Clerk will make the preparations legally required for the notice and conduct of all District elections. The Clerk shall perform other duties as prescribed by state law, as directed by the Board, and as delineated in the Clerk's job description (see appendix E).

Legal references:	§ 2-3-203, MCA	Meetings of public agencies to be open to the public - exceptions
	§ 20-3-321, MCA	Organization and officers
	§ 20-3-325, MCA	Clerk of the district
	§ 20-9-133, MCA	Adoption and expenditure limitations of final budget
	§ 20-9-165, MCA	Emergency budget limitation, preparation, and adoption procedures
	§ 20-9-221, MCA	Procedure for issuance of warrants
	§ 20-20-401, MCA	Trustees' election duties

Policy History:

Adopted on: August 16, 2010

Revised on:

Duties of Individual Trustees

The authority of individual Trustees is limited to participating in actions taken by the Board as a whole when legally in session. Trustees shall not assume responsibilities of administrators or other staff members. The Board or staff shall not be bound by an action taken or statement made by an individual Trustee except when such statement or action is pursuant to specific instructions and official action taken by the Board.

Each Trustee shall review the agenda and any study materials distributed prior to the meeting and be prepared to participate in the discussion and decision-making for each agenda item. Each Trustee shall visit the school not less than once per year or as needed to examine its management, conditions and needs.

Each member is obligated to attend Board meetings regularly. Whenever possible, each Trustee shall give advance notice to the Chair of his/her inability to attend a Board meeting. A majority of the Board may excuse a Trustee's absence from a meeting if requested to do so. The Board shall declare a position vacant after three (3) consecutive unexcused absences from regular Board meetings or if the Trustee has been absent from the District for sixty (60) consecutive days.

Official action by Board members must occur at a duly called and legally conducted meeting. "Meeting" is defined as the convening of a quorum of the constituent membership of the Board, whether in person or by means of electronic equipment, to hear, discuss or act upon a matter over which the Board has supervision, control, jurisdiction, or advisory power.

School board members, as individuals, have no authority over school affairs, except as provided by law or as authorized by the Board.

No school board decisions will be made outside of a meeting.

Cross Reference: 1113 Vacancies
 1455 Absences of Board Members
 Appendix A-1 Code of Ethics for School Board Members

Legal References: §20-3-301, MCA Election and term of office
 §20-3-308, MCA Vacancy of trustee position
 §20-3-324(21), MCA Powers and duties
 §20-3-332, MCA Personal liability of trustees.

Policy History:

Adopted on: August 16, 2010

Revised on:

Duties of the Board

All duties of the Board are prescribed by law and include the following:

- a. To employ and dismiss all certified and non-certified personnel of the district
- b. To administer the attendance and tuition provisions and otherwise govern the pupils of the District in accordance with the provisions in Montana law;
- c. To call, conduct and certify the elections of the District in accordance with Montana law;
- d. To participate in the teachers' retirement system of Montana;
- e. To participate in District boundary change actions in accordance with Montana law.
- f. To organize, open, close or acquire isolation status for the schools of the District in accordance with Montana law;
- g. To adopt and administer the annual budget or a budget amendment of the District in accordance with Montana law;
- h. To conduct the fiscal business of the District in accordance with Montana law;
- i. To establish the ANB, BASE budget levy, over-BASE budget levy, additional levy, operating reserve, and state impact aid amounts for the general fund of the District in accordance with Montana law;
- j. To issue, refund, sell, budget and redeem the bonds of the District in accordance with Montana law;
- k. When applicable, to establish, financially administer and budget for the tuition fund, retirement fund, building reserve fund, adult education fund, non-operating fund, miscellaneous federal programs, impact aid fund and inter-local cooperative agreement fund in accordance with Montana law;
- l. When applicable, to administer any inter-local cooperative agreement, gifts, legacies or devises in accordance with Montana law;
- m. To hold in trust, acquire and dispose of real and personal property of the District in accordance with Montana law;
- n. To operate the schools of the District in accordance with Montana law;
- o. To establish and maintain the instructional services of the schools of the District in accordance with Montana law;
- p. To make reports from time to time as the County Superintendent, Superintendent of Public Instruction and the Board of Public Education may require;

- q. To retain, when considered advisable, a physician or registered nurse to inspect the sanitary conditions of the school or the general health conditions of each pupil, and, upon request, to make available to any parent or guardian any medical reports or health records maintained by the District pertaining to the child;
- r. For each member of the Board, to visit the school not less than once each school fiscal year or as needed to examine its management, conditions, and needs;
- s. To procure and display an American flag, outside (4' x 6') and in the classroom (12' x 18");
- t. To adopt and administer a District policy on assessment for placement of any child who enrolls in the District from non-accredited, non-public schools;
- u. To provide reimbursement for transportation for school children and to assign a board member to the county transportation committee as requested by the County Superintendent;
- v. To meet in regular open meetings to handle the business of the school; and
- w. To perform any other duties and enforce any other requirement for the government of the schools as set forth in law or administrative rule.

Legal Reference: § 20-3-324, MCA Powers and Duties

Policy History:

Adopted on: August 16, 2010

Revised on:

Adoption and Amendment of Policies

Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion. Unless it is deemed by the Board that immediate action would be in the best interest of the District, the final vote for adoption shall take place not earlier than the next succeeding regular or special Board meeting. Any written statement by a person relative to a proposed policy or amendment should be directed to the District Clerk prior to the second reading. The Board may invite oral statements from staff members or patrons as an order of business.

All new or amended policies shall become effective upon adoption, unless a specific effective date is provided in the motion for adoption.

Policies as adopted or amended shall be made a part of the minutes of the meeting at which action was taken and shall also be included in the District's policy manual. The Board of Trustees shall review annually the Policies of the District.

Suspension of the Policies

Under circumstances that require waiver of a policy, the policy may be suspended by a majority vote of the members present. In order to suspend a policy, all Trustees must have received written notice of the meeting that included a proposal to suspend the policies with an explanation of the purpose of such proposed suspension. If such proposal is not made in writing in advance of the meeting, the policies may be suspended only by a unanimous vote of all Trustees present.

Interpretation

If there is a need for interpretation of board policies, the board reserves the right to interpret them.

Legal References: § 20-3-323, MCA District policy and record of acts
 10.55.701, ARM Board of Trustees

Policy History:

Adopted on: August 16, 2010

Revised on:

Meetings**Regular Meetings**

Regular meetings will usually be held on the third Thursday of every month at 7:00 p.m. in the Lunch Room of the School, or at any other times and places determined by a majority vote. Except for an unforeseen emergency, meetings must be held in a school building or in a publicly owned building located within the District. If regular meetings are to be held at places other than the place stated above or are adjourned to times other than the regular meeting time, notice of the meeting shall be made in the same manner as provided for special meetings. When a meeting date falls on a legal holiday, the meeting shall be held on the next business day.

Special Meetings

Special meetings may be called by the Board Chair or by any two (2) members of the Trustees. A written notice of a special meeting, stating the purpose of the meeting, shall be delivered to each trustee not less than forty-eight (48) hours prior to the time of the meeting. Such written notice shall be posted conspicuously within the District in a manner that will receive public attention. Written notice shall also be sent not less than twenty-four (24) hours prior to the meeting to each newspaper and radio or television station that has filed a written request for such notices. Business transacted at a special meeting will be limited to that stated in the notice of the meeting.

Budget Meetings

On or before August 15, on a date, time and place stated in public notice, the Trustees of Hall Elementary School District #8 shall meet to consider all budget information and any attachments required by law. The Trustees may continue the meeting from day to day but shall adopt the final budget and determine the amounts to be raised by tax levies not later than the fourth Monday in August and before the fixing of the tax levies for each district. The notice of the final budget meeting must be published between July 1 and August 14. At any time during these meetings a taxpayer may be heard on any matter of the budget. Upon approval, the Trustees shall deliver the adopted budget, including the amounts to be raised by taxes, to the County Superintendent of schools within five days of passage.

Emergency Meetings

In the event of an emergency involving possible personal injury or property damage, the Board may meet immediately and take official action without prior notification.

Executive Sessions

Under Montana law, the Board may hold closed or executive sessions for the following purposes:

1. To consider matters of individual privacy and then if and only if the presiding officer determines that the demands of individual privacy exceed the matter of public disclosure.
2. To discuss a strategy to be followed with respect to litigation when an open meeting would have a detrimental effect on the litigating position of the District. This exception does not apply if the litigation involves only public bodies or associations as parties.

Prior to closing a meeting for this purpose, it is recommended that the District obtain legal advice on the appropriateness of this action. No formal action shall take place during executive session.

All meetings shall be open to the public with the exception of executive sessions authorized by law. Any final action will be taken at an open meeting.

Legal Reference: § 2-3-103, MCA Public parties portion
§2-3-104, MCA Requirements with compliance with notice provisions
§2-3-105, MCA Supplemental notice by radio or television
§2-3-201, MCA Legislative intent
§2-3-203, MCA Meetings of public agencies open to public - exceptions
§20-3-322, MCA Meeting and quorum
§20-9-131, MCA Final budget meeting
10.55.701, ARM Board of Trustees
Article II, Sections 9 and 10 of the Montana Constitution, Right to Know,
Right to Privacy

Policy History:

Adopted on: August 16, 2010

Revised on:

THE BOARD OF TRUSTEES

1420

Meeting Procedure, Agenda, Quorum and Conduct

Agenda

The preparation of the Board meeting agenda for regular and special meetings is the responsibility of the Clerk, Board Chair, and Supervising Teacher. The agenda for regular Board meetings will be prepared and distributed to the Trustees at least three days prior to the day of the Board of Trustees' meeting. An agenda for other types of Board meetings will be prepared if the circumstance necessitates an agenda.

- I. Call to Order
- II. Roll Call
- III. Custodian Report
- IV. Approval of previous meeting's minutes
- V. Financial Reports
- VI. Items of Information (Correspondence & Supervising Teacher's Report)
- VII. Old Business
- VIII. New Business
- IX. Action items
- X. Items from the Floor
- XI. Adjournment

The Board may go into Executive Session whenever applicable.

Suggested items for consideration of the Board of Trustees from all sources should be submitted in writing to the District Clerk. Such items must be submitted at least six days prior to the applicable Board meeting, unless of immediate importance. Anyone wishing to be placed on a Hall Elementary School Board Meeting agenda must call the Clerk by 4:00 p.m. on the fifth (5th) work day preceding the day of the meeting, make a request to be placed on the agenda, and state the reason for appearance. In addition, if the reason for the appearance is a complaint against any School District personnel, that complaint must be in writing, signed by the complainant, and presented to the Supervising Teacher/Principal (the senior professional) at least five (5) work days prior to the Trustees' meeting. School personnel are required to follow the complaint procedure established specifically for their use. District citizens wishing to make brief comments about school programs or procedures or items on the agenda need not request placement on the agenda and may attend the meeting and ask recognition by the Chair at the appropriate time. (See Policy #1441.) No employee or citizen complaint shall be acted upon at a Board meeting unless the employee or citizen has first pursued the matter through the appropriate grievance/complaint procedure.

Quorum

No business shall be transacted at any meeting of the Board of Trustees unless a quorum of the members is present. A quorum for any meeting shall be a majority of the members of the Board of Trustees. A majority of the quorum may pass a resolution except as provided by ' 20-4-203(1), MCA. Votes shall be cast by voice.

Meeting Conduct.

All Board meetings will be conducted in an orderly and business-like manner, using *Roberts Rules of Order* as a guide except when such rules are superseded by Board policies. The order of business will be indicated in the agenda. Any additions or changes in the prepared agenda may be requested by the Trustees and must be approved by majority vote of the Trustees present. The Board shall establish its regular order of business, but may elect to change the order by a majority vote of the members. The minutes shall reflect the voting record of each Trustee. The board chair may make motions or second motions.

Cross Reference: Appendix A-2 Parliamentary Procedure Quick Guide

Legal Reference: §20-3-322, MCA Meetings and quorum'
§20-3-323, MCA District policy and record of facts

Policy History:

Adopted on: August 16, 2010

Revised on:

Audience Participation

The Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. The Board also recognizes the public's statutory and constitutional right to participate in governmental operations. In order to permit fair and orderly expression of such comment, the Board will provide appropriate times and places in the agenda for public comment. If an item is placed on the agenda for action, public comment must be allowed before the Board takes action. The Chair may control such comment to insure an orderly progression of the meeting and allow for public comment.

The Board will also allow individuals to express an opinion prior to Board action on agenda items. The Chair shall first recognize individuals wishing to be heard by the Board. Individuals, after identifying themselves, will proceed to make comments as briefly as the subject permits. Any representative of a firm eligible to bid on materials or services solicited by the Board shall also be entitled to express an opinion. The Chair may interrupt or terminate an individual's statements when appropriate including when statements are out of order, too lengthy, personally directed, abusive, obscene or irrelevant. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings. If the subject matter of the agenda item involves a matter of individual privacy that clearly exceeds the merits of public disclosure, the Board Chair shall receive comments from individuals in executive session.

Legal Reference: Article II, Section 8, Montana Constitution
Article II, Section 10, Right of Privacy'
§2-3-101, et seq., MCA, Right of Participation

Policy History:

Adopted on: August 16, 2010

Revised on:

Minutes and Records

The Clerk of the Board shall record the minutes of all open Board meetings. Minutes become official after approval by the Board and shall be retained as a permanent record of the District. When issues are discussed that may require detailed record, the Board may direct the Clerk to record the discussion verbatim. Any verbatim records of a meeting may be destroyed after the minutes have been approved pursuant to ' 20-1-212, MCA. Minutes shall be comprehensive and shall show:

1. The date, time and place of the meeting
2. The presiding officer
3. Members in attendance
4. Items discussed during the meeting, wording of motions and the voting record of each Trustee present
5. Purpose of recessing to executive session
6. Time of adjournment
7. A detailed statement of expenditures

Unofficial minutes shall be delivered to Board members in advance of the next regularly scheduled meeting of the Board and may also be available to other interested citizens. Minutes need not be read publicly, provided that members have had an opportunity to review them before adoption.

A file of permanent minutes of all Board meetings will be maintained in the office of the Clerk to be made available for inspection upon the request of any interested citizen. A written copy shall be available within five (5) working days following approval by the Trustees at a cost not to exceed 15 cents per page. A copy to the press shall be furnished at no cost.

Records Management

The Board recognizes the importance of public records as the record of the acts of the district and the repository of such information. The public has the right under law to inspect and procure copies of such records with certain exceptions. (Those records restricted by state and federal law.) The public records of the District shall mean any account, voucher or contract dealing with the receipt or disbursement of funds; with acquisition, use or disposal of services or of supplies, materials, equipment or other property; or with any minutes, orders or decisions fixing the personal or property rights, privileges, immunities, duties or obligations of any person or group. The District Clerk shall serve as the District records officer.

Legal Reference:	§2-3-212, MCA §20-1-212, MCA §20-3-323(2), MCA §20-6-101, et. seq., MCA §20-9-215, MCA	Minutes of meetings Destruction of old records by an officer District policy and record of acts Public Records Records Destruction
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Policy History:

Adopted on: August 16, 2010

Revised on:

THE BOARD OF TRUSTEES
Conflict of Interest

1512

A Trustee may not:

1. Engage in a substantial financial transaction for his/her private business purpose with a person whom he/she inspects or supervises in the course of his/her official duties.
2. Perform an official act directly and substantially affecting to its economic benefit, a business or other undertaking in which he/she either has a substantial financial interest or is engaged as counsel, consultant, representative or agent;
3. Act as an agent or solicitor in the sale or supply of goods or services to a district.
4. Have a pecuniary interest, directly or indirectly, in any contract made by the Board of Trustees when the Trustee has more than a ten percent (10%) interest in the corporation. A contract does not include: 1) merchandise sold to the highest bidder at public auctions; 2) investments or deposits in financial institutions which are in the business of loaning or receiving money when such investments or deposits are made on a rotating or ratable basis among financial institutions in the community or when there is only one financial institution in the community; or 3) contracts for professional services other than salaried services or for maintenance or repair services or supplies when the services or supplies are not reasonably available from other sources if the interest of any Board member and a determination of such lack of availability are entered in the minutes of the Board meeting at which the contract is considered.
5. Be employed in any capacity by the District.
6. Appoint to a position of trust or emolument any person related or connected by consanguinity within the fourth degree or by affinity within the second degree.
 - a. This prohibition does not apply to the issuance of an employment contract of a person as a substitute teacher who is not employed as a substitute teacher for more than 30 consecutive school days.
 - b. This prohibition does not apply to the renewal of an employment contract of a person who was initially hired before the Board member to whom he/she is related assumed the position.
 - c. This prohibition does not apply if the Trustees comply with the following requirements: 1) All Trustees, except the Trustee related to the person to be employed or appointed, vote to employ the related person; 2) The Trustee related to the person to be employed abstains from voting; and 3) The Trustees give fifteen days written notice of the time and place of their intended action in a newspaper of general circulation in the county where the school is located.

Legal Reference:	§ 2-2-125, MCA	Rules of conduct for local government officers
	§ 2-2-201, MCA	Public officers, employees and former employees not to have interest in contracts
	§ 2-2-302, MCA	Appointment of relative to office of trust - employment unlawful
	§ 2-2-303, MCA	Agreement to appoint relative to office unlawful
	§ 20-1-201, MCA	School officers not to act as agent
	§ 20-9-204, MCA	Conflicts of interest, letting contracts and calling for bids

Policy History:

Adopted on: August 16, 2010

Revised on:

Management Rights

The Board of Trustees retains the right to operate and manage its affairs in such areas as but not limited to:

1. Direct employees,
2. Employ, dismiss, promote, transfer, assign, and retain employees,
3. Relieve employees from duties because of lack of work or funds under conditions where continuation of such work would be inefficient and non-productive,
4. Maintain the efficiency of District operations,
5. Determine the methods, means, job classifications, and personnel by which District operations are to be conducted,
6. Take whatever actions may be necessary to carry out the missions of the District in situations of emergency,
7. Establish the methods and processes by which work is performed;
8. The Board reserves all other rights, statutory and inherent, as provided by state law; the Board also reserves the right to delegate authority to the County Superintendent or Principal (whichever is appropriate for the district based on its administrative structure), for the on-going direction of District programs.

Legal Reference: §20-3-207, MCA Assist Trustees with school supervision
 §20-3-324, MCA Powers and duties
 §39-31-303, MCA Management rights of public employers

Policy History:

Adopted on: August 16, 2010

Revised on:

Philosophy

The Trustees of Hall Elementary School District #8 believe that our school, in conjunction with the social institutions of home, church or other house of worship, community, state and country should provide an environment within which our pupils can learn to live through social learning experiences.

We believe that the scope of the curriculum should be a sequence of desirable experiences from which our pupils can develop an integrated personality.

We believe that the learning process would include many diverse, pragmatic situations from which our pupils become democratic, develop sound values, and pursue individual interests and talents.

We believe that the dignity of teaching in the public schools provides the basis for the most effective laboratory of democracy.

We believe that our pupils will become citizens of a better tomorrow, will contribute to an enlightened America, and will crusade for a world at peace.

The Trustees of Hall Elementary School District #8 are guided by the conviction that all students are capable of learning to high standards and that they have a right to the best education this community can provide. Responsibility for this rests with all citizens, parents, school staff and students, with the ultimate responsibility for direction and decision-making assumed by the Board of Trustees.

The Board will exert leadership in creating, maintaining and improving the school for the children's educational needs. The focal point of concern in our school system is the student. Organization, staffing, programming, teaching, and funding should all be developed primarily and basically to enhance appropriate opportunities for students to learn and develop—personally, academically and socially.

Legal Reference: 10.55.701 ARM Board of Trustees

Policy History:

Adopted on: August 16, 2010

Revised by:

Trustee Expenses

Expenses for Board Members-In-District

The Trustees shall not receive remuneration for their service as a Trustee. Trustees living more than three miles from the meeting place shall be entitled to mileage at the rate stipulated in ' 2-18-503, MCA, for each mile of travel from their homes to the meeting place for each meeting of the Board and for any meeting called by the County Superintendent of Schools. Such travel reimbursement may be paid as the travel is assumed or may accumulate until the end of the fiscal year, at the discretion of the reimbursed Trustee.

Expenses for Board Members at Out-of-District Meetings

Trustees elected by the citizens to serve on the Board that provides governance to the District, a financially large public enterprise, serve without financial compensation. To intelligently deal with numerous issues and to budget and monitor thousands of dollars in expenditures annually, training and communications are essential. Trustees normally attend workshops, training institutes, and conferences at both the state and national level. It is appropriate that the District pay Trustee expenditures at these out-of-District meetings.

It is the intent of the District to pay all legitimate costs for Trustees to attend out-of-District meetings. The purpose of this policy is to provide for expenditure guidelines and define what is considered legitimate expenses of attendance at out-of-District meetings. The District will pay the cost for:

1. Hotel or motel cost for Trustee room accommodations at the meeting or convention headquarters facility or other as necessary. If at a convention, the headquarters hotel cannot accommodate all of the participants and a Trustee must stay at an alternative facility, the cost of the alternative facility will be paid.
2. Food costs as necessary: Since food costs vary significantly from one location to another, a specific dollar allowance for meals per day is not possible to establish. Trustees are requested to be modest in their meal expenditures.
3. Telephone services: Necessary telephone communications with business or family resulting from the Trustee being away from home.
4. Incidental expenditures for tips and other necessary costs attributable to the Trustee's attendance at the meeting.
5. Registration and materials which are a part of the meeting agenda and/or requirements.
6. Mileage allowance will be determined as per MCA 2-18-503

Legal References: §2-18-503, MCA Mileage allowance
 §20-1-211, MCA Expenses of officers attending conventions
 §20-3-311, MCA Trustee travel reimbursement

Policy History:

Adopted on: August 16, 2010

Revised on:

Trustee Insurance

The District shall maintain sufficient insurance to protect the Board and its individual members against liability arising from actions of the Board or its individual members while each is acting on behalf of the District and within his/her authority as a Trustee.

Legal Reference: §20-3-331, MCA Purchase of liability insurance
 §20-3-332, MCA Personal immunity and liability of Trustees

Policy History:

Adopted on: August 16, 2010

Revised on:

Evaluation of Board

At the conclusion of each year, the Board may evaluate its own performance in terms of generally accepted principles of successful Board operations.

The Board may choose to evaluate the effectiveness of the processes that it employs in carrying out the responsibilities of the District. Those processes include, but are not limited to: team building, decision making, functions planning, communications, motivation, influence and policy.

Policy History:

Adopted on: August 16, 2010

Revised on:

APPENDIX A-1

Code of Ethics for School Board Members

AS A MEMBER OF MY LOCAL BOARD OF TRUSTEES, I WILL STRIVE TO IMPROVE PUBLIC EDUCATION, AND TO THAT END I WILL:

Attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;

Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings;

Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community;

Work with other Board members to establish effective Board policies and to delegate authority for the administration to the Superintendent;

Recognize and respect the responsibilities that properly are delegated to the Superintendent;

Communicate to the Superintendent expression of public reaction to Board policies, school programs, or staff;

Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the Montana and National School Boards Associations;

Support the employment of those persons best qualified to serve as school staff, and insist on regular and impartial evaluation of staff;

Avoid being placed in a position of conflict of interest, and refrain from using my Board position for personal or partisan gain;

Avoid compromising the Board or administration by inappropriate individual action or comments, and respect the confidentiality of information that is privileged under applicable law;

Remember always that my first and greatest concern must be the educational welfare of the students attending public schools.

APPENDIX A - 2

Parliamentary Procedure Quick Guide*

Fundamentals of Parliamentary Procedure

1. Justice and courtesy for all.
2. Do only one thing at a time.
3. The majority rules.
4. The minority must be heard.
5. Each Proposition is entitled to a full and free debate.
6. The desires of the individual must be merged into the larger unit
--the organization or board.
7. The purpose is to facilitate action, not to obstruct it.

Motions and Purposes:

1. A **Privileged Motion** is a main motion that is so important that it must be dealt with immediately.
 - a. To set time & place of next meeting
 - b. To adjourn
 - c. To recess
 - d. To rise to a Question of Privilege
2. An **Incidental Motion** rises incidentally out of the business and is, in general, concerned with rights and privileges of members.
 - a. To rise to a Point of Order
 - b. To rise to a Parliamentary Inquiry
 - c. To appeal from the decision of the Chair
 - d. To suspend the rules
 - e. To withdraw the motion
 - f. To call for a Division of the question (Decided by the Chair)
 - g. To object to the Consideration of the Motion -- two-thirds vote
3. A **Subsidiary Motion** is a method of modifying, changing or disposing of the main motion.
 - a. To lay on the table
 - b. To close debate or limit debate (call for the Previous Question)
-- two-thirds
 - c. To postpone to a certain day
 - d. To refer
 - e. To amend
 - f. To postpone indefinitely
4. A **Main Motion** brings a question before the board for consideration
 - a. General Main Motions
 - b. Specific Main Motions
 1. To reconsider
 2. To rescind -- two-thirds
 3. To take from the table
 4. To accept, modify or reject committee reports, recommendations or resolutions.

The motions in the above list are arranged in the order of the precedence or rank. Setting of time and place of the next meeting has the highest rank, while a main motion has the lowest rank.

Incidental motions have no order of precedence among themselves. No two Main Motions may be pending at the same time. Two-thirds refers to the vote required: all others must have a majority.

Seven Steps in Dealing with a Motion

1. A member makes a motion.
2. Another member seconds the motion. (If a Main or Subsidiary Motion or an Incidental Motion to suspend the rules or a privileged motion to set the time & place of the next meeting, to adjourn or to recess.)
3. The Board Chair states the motion
4. The Board debates the motion. (If a Main Motion or a Subsidiary Motion to refer, to amend or to postpone indefinitely, or a privileged motion to set the time & place of the next meeting, or to adjourn.)
5. The Board Chair restates the motion before the vote
6. The Board votes on the motion and the Clerk records the vote.
7. The Board Chair announces the results of the voting.

***For more complete information refer to: *Roberts Rules of Order*.**

**2000 Series
INSTRUCTION**

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Goals & Objectives

The major goal for Hall Elementary School District #8 is to establish effective contact with each pupil. The school shall provide for individual differences, flexibility, and continuity in learning.

The District shall provide an equal opportunity for all students to receive an education that will enable each to fulfill their optimum role in society, commensurate with individual ability, in compliance with legal requirements and reflecting the desires of the people.

The instructional programs, methods and resources shall meet the needs of each individual student, regardless of race, color, creed, sex or level of ability. The District recognizes that equal opportunity education does not imply uniformity and that each student's unique characteristics must be acknowledged.

The instructional programs, methods and materials shall not imply, teach or encourage any beliefs or practices reflecting bias or discrimination toward other individuals or groups and shall not deny others their basic human rights.

To help students transform their potential into actuality, their basic, quality education should enable them to:

1. Find joy in learning;
2. Communicate ideas, knowledge, thoughts and feelings in a variety of formats and through a variety of media;
3. Reason critically and creatively;
4. Develop personal responsibility;
5. Assume social responsibility;
6. Be effective in a changing world;
7. Learn who they are becoming;
8. Develop feelings of trust;
9. Develop autonomy and initiative;
10. Work in large groups, small groups and individually;
11. Have structure and organization without stopping self-expression and creativity;
12. Have fundamental skills of communication and computation;
13. Desire to learn and have an appreciation for education;
14. Have feelings of self-worth and security;
15. Have an appreciation for the worth and differences of others;
16. Develop the processes of conceptualizing, problem solving, self-direction and creating; and
17. Develop a concern for the environment, the community, society and the welfare of others.

The staff is responsible for apprising the Board of the educational program's current and future status. They should consider the following:

1. Review and Evaluation of present curriculum;
2. Future curriculum and resource needs;
3. Elimination of any sexual, cultural, ethnic, or religious bias that may be present;
4. Implementation of new or revised instructional programs;
5. Review of present and future facility needs;
6. Promoting conditions that enhance interest and curiosity;
7. Providing varied experiences on which each child can base and build success;
8. Creating opportunities for achievement for each pupil;
9. Exposing the children to many fields of knowledge; and
10. Helping students to seek solutions to experiences and problems of physical change.

Legal Reference 10.55.701. ARM, Board of Trustees

Policy History:

Adopted on: February 17, 2011

Revised on:

School Calendar

The Board shall adopt a school calendar annually based upon instructional needs. The calendar will include:

1. The opening and closing classes dates;
2. Teacher professional development dates;
3. Vacation dates; and
4. Legal school holidays.

The school calendar may have a minimum of one hundred and eighty (180) days of pupil instruction. In addition, seven (7) pupil-instruction-related days may be scheduled for the purpose of:

1. Pre-school staff orientation (not to exceed two (2) days);
2. Staff professional development;
3. Parent-teacher conferences.

School Fiscal Year

The school district shall conduct a minimum aggregate hours in the school fiscal year at the following rate:

1. 360 aggregate hours for kindergarten;
2. 720 aggregate hours for grades 1 through 3; and
3. 1,080 aggregate hours for grades 4 through 8.

Commemorative Holidays

The teachers and students shall devote a portion of the day on each commemorative holiday designated in § 20-1-306, MCA, to study and honor the commemorated person or occasion. The Board may, from time to time, designate a regular school day as a commemorative holiday.

School Closure

The Supervising Teacher in cooperation with the Board Chair may order the closure of school in the event of extreme weather or other emergency, in compliance with established procedures for notifying parents, students and staff. The trustees may order the emergency closure of school for one school day each year without the need to reschedule the lost pupil instruction time when the closure is the result of an emergency.

Legal References:	§ 20-1-301, MCA	School fiscal year
	§ 20-1-304, MCA	Pupil-instruction-related day
	§ 20-1-306, MCA	Commemorative exercises on certain days
	§ 20-9-801-803, MCA	Emergency school closure
	§ 20-9-806, MCA	Emergency school closure declaration
	10.55.701, ARM	Board of trustees
	10.55.1003 ARM	Program Foundation Standards
	10.65.101-03, ARM	Pupil-instruction-related days

Policy History:

Adopted on: February 17, 2011

Revised on:

Accreditation Standards and Curriculum Development**Accreditation Standards**

The Board of Trustees will review the state accreditation standards annually, utilizing them as a guide for their education program and provide in each school at least one copy of the standards for staff and public review.

Curriculum Development

The Board is responsible for establishing a process which ensures: incorporating all required state student content standards into the District's curriculum; defining and organizing the program area standards into specific curricula and for extending them to help students meet the challenges of the future; introducing the standards when appropriate; implementing them sequentially and developmentally; and building upon previous goals. Student assessment shall be used to examine the program and ensure its effectiveness.

In all program areas and at all levels, the District shall establish curriculum and assessment development processes as a cooperative effort of personnel certified in the program area and trustees, administrators, other teachers, students, specialists, parents, community and, when appropriate, state resource people.

The District will develop written sequential curricula for each subject area. The curricula shall address state student standards as defined below and District education goals.

The District will establish a curriculum review cycle and timelines for curriculum development and evaluations.

The District will select materials and resources to include supplies, books, technology, other materials and equipment necessary for development and implementation of the curriculum and assessment that are consistent with the goals of the education program. These materials shall be reviewed at least every five years.

Student content standards are the attitudes, concepts, skills, and knowledge that students are to be given the opportunity to acquire during their K-8 schooling. They are to be developed progressively through two checkpoints. The first is completion of the primary level (at the end of grade 4). The second is completion of the intermediate level (at the end of grade 8).

Legal Reference: § 20-3-324, MCA Powers and duties
 § 20-7-602, MCA Textbook selection and adoption
 10.55.603, ARM Curriculum Development and Assessment
 10.55.701, ARM, et.seq. Standards for Accreditation of Montana Schools

Policy History:

Adopted on: February 17, 2011

Revised on:

District Assessment

In all program areas and at all levels, the District shall assess student progress toward meeting state student performance standards including: the content and data; the accomplishment of appropriate skills; the development of critical thinking and reasoning; and attitude. The District will use assessment results to improve the education program and use effective and appropriate tools for assessing both student and program progress. This may include but is not limited to: standardized norm and criterion-referenced tests; teacher-made tests; on-going classroom evaluation; actual communication assessments such as writing, speaking, and listening assessments; samples of student work and/or narrative reports passed from grade to grade; samples of students' creative and/or performance work; and surveys of carryover skills to other program areas and outside of school.

Program Evaluation and Diagnostic Tests

The Board strives to achieve efficiency and effectiveness in all facets of its operations. In order to achieve this goal, the Board shall strive to set forth:

1. A clear statement of expectations and purposes for the District's instructional program;
2. A provision for staff, resources and support to achieve the stated expectations and purposes; and,
3. A plan for evaluating instructional programs and services to determine how well expectations and purposes are being met.

Parents who wish to examine any assessment materials may do so by contacting the Supervising Teacher or County Superintendent. Parent approval is necessary before administering an individual intelligence test or a diagnostic personality test. No tests or measurement devices containing any questions about a student's or his/her family's personal beliefs and practices in family life, morality and religion shall be administered unless the parent or guardian gives written permission for the student to take such test, questionnaire or examination.

District-Wide Standardized Testing Program

While standardized norm-referenced tests have limitations, they also have some potential to improve the quality of the instructional program. They can provide some program information at the classroom and school levels. They can be used to identify some of the strengths and weaknesses in the instructional program, to identify instruction improvement priorities, and, when examined over a period of years, they allow the staff to see trends in the effectiveness of lower level skills in the instructional program. The test will be given in the spring under direction of the Montana Office of Public Instruction.

A state standardized criterion-referenced test will also be administered in grades 3 through 8 in Reading and Mathematics and in Science in grades 4 and 8 to all students except those whose Individual Education Plans specifically prevent them from participating in the instructional programs in these subject areas. The tests will be given in the spring under the direction of the Office of Public Instruction.

School and Classroom Assessment Measures

The Hall Elementary School District #8 recognizes that equally or more important than standardized, norm-reference tests in determining student success in school are classroom assessment measures which provide for a variety of performance assessments, portfolio assessments, criterion reference tests and teacher observation. Unit plans should reflect utilization of these types of assessment and results should be shared with the student and his/her parent(s)/guardian. Before the revision of any instructional program, the District will review all the assessment processes, procedures and results to determine if the purposes of the program are being accomplished.

Legal Reference: 20 USC 1232h Protection of Pupil Rights
10.55.603, ARMBasic Instructional Program
10.56.101, ARMStudent Assessment

Policy History:

Adopted on: February 17, 2011

Revised on:

Guidance and Counseling

The District recognizes that guidance and counseling is an important part of the total program of instruction and should be provided in accordance with state laws and regulations, District policies and procedures, and available staff and program support.

The general goal of this program is to help students achieve the greatest personal value from their educational opportunities. Such a program should:

1. Provide staff with meaningful information that can be utilized to improve the educational services offered to individual students.
2. Provide students with planned opportunities to develop future career and educational plans.
3. Refer students with special needs to appropriate specialists and agencies.
4. Aid students in identifying options and making choices about their educational program.
5. Assist teachers in meeting academic, social and emotional needs of students.
6. Provide for a follow-up of students who further their education and/or move into the world of work.
7. Solicit feedback from students, staff and parents for purposes of program improvement.
8. Assist students in developing a sense of belonging and self-respect.

All staff shall encourage students to explore and develop their individual interests in career and vocational technical programs and employment opportunities without regard to gender, race, parental marital status, national origin or handicapping conditions, including reasonable efforts and encouraging students to consider and explore "nontraditional" occupations.

Legal Reference: 10.55.710, ARM
 10.55.802, ARM
 §49-3-203, MCA

Assignment of Guidance Staff
Opportunity and Educational Equity
Educational, Counseling and Training Programs

Policy History:

Adopted on: February 17, 2011

Revised on:

Co-Curricular Program

The District recognizes that a co-curricular program is an integral part of school life. As such, this broad-based program should contribute to the intellectual, physical, social and emotional growth of students. When an activity is conducted using the name of a class, organization or school, it shall be coordinated under the general supervision of appropriate school officials with the students' interest and safety of paramount concern.

Students shall be eligible to become involved in approved activities without regard to race, creed, gender, parent's marital status, national origin or handicapping conditions. Activity groups shall not be secretive in nature.

The criteria for selecting co-curricular activities are:

1. The activity should provide learning experiences in the intellectual, physical or social area.
2. The activity should be acceptable to the community.
3. The activity should have carry-over values into lifetime and/or leisure activities.
4. The cost of the activity must not be prohibitive to student or District.
5. The emphasis should be on individual skill developed at different levels of performance.
6. Sportsmanship attitudes shall be emphasized through game experiences.

At this level, activities will emphasize the maximum participation by all students.

Legal Reference: § 49-2-307, MCA Discrimination in education

Policy History:

Adopted on: February 17, 2011

Revised on:

Consolidated Plan for ESEA Federal Programs: Titles I, II, IV, VI

Parent and community involvement are positively linked to student and school success and will be a critical part of the Consolidated Plan for the District.

Under the parent and community involvement provisions of the Elementary and Secondary Education Act, 20 USC 2701, et seq., a local educational agency (LEA) operating any of the above federal programs must develop written policies to ensure that citizens have an adequate opportunity to participate in the design and implementation of these programs.

A committee of a broad cross-section of staff, parents and community members shall provides input into the development of the Comprehensive Plan and continues to be involved on, at least, a semi-annual basis in evaluating the plan and adjusting the programs. The committee represents the required groups for all of the federal programs.

As required by the federal programs, school improvement will be validated through both assessment of student achievement and evaluation of the federal programs successes. Data will be gathered in a consistent, organized manner and will be arranged in an understandable format for the general public.

In recognition of the necessity to report the District's success at improving school performance to the public, the Board of Trustees will report on a regular basis the progress that has been made through:

1. Board Meetings;
2. The District's Annual Report Card;
3. Parent/Teacher Conferences (Included in this area are IEP and Section 504 Team Meetings);
4. Fliers mailed to residents, notes sent home and phone calls to parents;
5. Federal Programming Reporting.

All students, teachers and other beneficiaries of District programs are ensured equal opportunity to participate in these programs. The District will make a systematic effort to guarantee that all teachers equally benefit from professional development opportunities and that there will be high student success through guaranteed access and success among teacher and other beneficiaries and ultimately the students.

Legal Reference: 20 USC § 2731(a)(4)
20 USC § 2726
34 CFR 200.34

Policy History:

Adopted on: February 17, 2011

Revised on:

Special Education

The District shall provide a free, appropriate, public education and necessary related services to all children with disabilities residing within the District, as required under the Individuals With Disabilities Education Act (hereinafter "IDEA") and implement provisions in Montana law, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. It is the intent of the District to ensure that students who are disabled within the definitions of state and federal laws are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act, even though they do not require services pursuant to the IDEA. The District will work with its Special Education Cooperative to develop specific procedures consistent with state and federal laws and District philosophy.

The District will review and approve the policies and standards of the Special Education Cooperative at a public meeting and the Board Chairperson will sign off on the acceptance of those policies and guiding the Special Education Program of the District.

Child Identification

The District is responsible for ensuring that all children with disabilities within its jurisdiction are identified, located, and evaluated, including children in all public and private agencies and institutions within that jurisdiction. Child find activities shall be conducted in collaboration with the Special Education Cooperative to which the District belongs. Collection and use of data are subject to state and federal confidentiality requirements.

Confidentiality of Personally Identifiable Information

The District, in accordance with the Program Narrative submitted to the Office of Public Instruction, through its Special Education Cooperative, agrees to adhere to the regulations regarding confidentiality found in the Family Educational Rights and Privacy Act (FERPA), as well as in "Guidelines for Student Records," a technical assistance manual of the Office of Public Instruction.

Full Educational Opportunity Goal

It is the goal of the District to provide full educational opportunity to all students with disabilities, consistent with the timetable in the Montana State Plan under Part B of the Individuals with Disabilities Education Act.

Personnel Development

Each disabled student is entitled to appropriate instruction and services by professionally trained and competent personnel. All employees with responsibility for the education of disabled students shall be provided opportunities to increase pertinent skills and competence beyond that ordinarily gained through job performance. The Board shall develop a plan for personnel development in cooperation with the District employees, parents and the Special Education Cooperative.

Parent or Legal Guardian Involvement

The District recognizes that cooperation and communication between parent or legal guardian and school is essential to the development and implementation of the education program for disabled students.

This cooperation and communication shall be designed by the District to assure that the rights of disabled children and their parents or guardians are protected and to assess and assure the effectiveness of efforts to educate disabled children.

Participation in Regular Education

A continuum of alternative placements is available which consists of instruction in regular classes, special classes, special schools, home instruction and instruction in hospitals and institutions. To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are educated with children who do not have disabilities. Special classes, separate schooling or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aides and services cannot be achieved satisfactorily. Educational placement decisions are made in accordance with the policies and principles as identified in the Placement in the Least Restrictive Environment special education technical assistance document published by the Office of Public Instruction.

Protection in Evaluation Procedures

Evaluation and identification of students is conducted in accordance with the following administrative rules (ARMS): 10.16.113 Comprehensive Educational Evaluation Process, 10.16.114 Composition of a Child Study Team, and 10.16.1101 Protection in Evaluation Procedures.

Individualized Education Program

The District has adopted the Individualized Education Program technical assistance manual published by the Office of Public Instruction as the policy and procedures manual for the development of individualized education programs (IEP) for children with disabilities.

Procedural Safeguards

Children with disabilities and their parents will be afforded the procedural safeguards as required in Section 615 of IDEA '97. To that end, the Great Divide Education Co-op will provide a copy of the brochure, Parental Rights in Special Education, to the parent or guardian a reasonable time before the District:

1. Proposes to initiate or change the identification, evaluation, or educational placement of the child or the provisions of free, appropriate public education to the child; or
2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of free, appropriate public education to the child.

Disciplinary Issues for Children with Disabilities

The District recognizes that free, appropriate public education shall be available to all children with disabilities including children with disabilities who have been suspended or are expelled from school. Suspension and expulsion of students with disabilities will be conducted in accordance with the IDEA 1997 amendments and with procedures identified in the Suspension/Expulsion Manual published by O.P.I. The District may place the child in an alternative education setting, another setting, or suspension for not more than 10 days. If the child brings a weapon to school or to a school function or possesses/uses/sells illegal drugs, the appropriate interim for an alternative educational setting can be up to 45 days.

Forms

The District agrees to submit all required forms used to document the provision of free, appropriate public education to children with disabilities, through its Special Education Cooperative, to the Office of Public Instruction.

Legal Reference: Americans With Disabilities Act, 42 U.S.C. § 12101 et seq.
Individuals With Disabilities Education Act, 20 U.S.C. § 1400 et seq.
Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794.
§ 20-7-Part Four, MCA Special Education for Exceptional Children
10.16.1201, ARM
10.16.2303, ARM

Policy History:

Adopted on: February 17, 2011

Revised on:

Homebound, Hospital and Home Instruction

Homebound, hospital or home instruction may be provided to a student who is physically or emotionally unable to attend school. A student absent from school for more than two consecutive weeks because of health problems will be provided the services of a teacher or an aid in the home or hospital. Appropriate educational services may be begun as soon as eligibility has been established with a written statement from a licensed medical examiner and a written parental or guardian request.

Whereas homebound and hospital instruction is intended for those students who are unable to attend school because of a medical disability, home instruction is designed for able-bodied students who have emotional disturbances and/or severe behavioral difficulties which present a clear and present danger to self and others. Under these circumstances a temporary educational placement outside of the school environment must be provided until an appropriate placement can be found, or until it is determined that the student can be safely returned to the school environment.

Legal Reference: 10.16.1308, ARM

Services to Homebound and/or Hospitalized Students

Policy History:

Adopted on: February 17, 2011

Revised on:

Gifted Program

In accordance with the philosophy to develop the special abilities of each student, the District shall make an identifiable effort to provide educational services to gifted and talented students that are commensurate with their needs and foster a positive self-image.

To help in this effort, the Hall Elementary School has developed a plan for such services which includes:

1. Identification of talent areas;
2. Student selection criteria;
3. The unit plans or curriculum will provide strategies to meet identified student needs and provide criteria for formative and summative evaluation;
4. If needed supportive services;
5. Parental involvement; and
6. The teachers will make use of programs they have chosen for gifted and talented students.

Legal References: § 20-7-901 through 904, MCA Gifted and talented children
 10.55.804, ARM Gifted and talented

Policy History:

Adopted on: February 17, 2011

Revised on:

Distance, Online, and Technology-Delivered Learning

For purposes of this policy, “distance learning” is defined as: instruction in which students and teachers are separated by time and/or location with synchronous or asynchronous content, instruction, and communication between student and teacher (e.g., correspondence courses, online learning, videoconferencing, streaming video).

The District may receive and/or provide distance, online, and technology-delivered learning programs, provided the following requirements are met:

1. The distance, online, and technology-delivered learning programs and/or courses shall meet the learner expectations adopted by the District and be aligned with state content and performance standards;
2. The District shall provide a report to the Superintendent of Public Instruction, documenting how it is meeting the needs of students under the accreditation standards, who are taking a majority of courses during each grading period via distance, online, and/or technology-delivered programs;
3. The District will provide qualified instructors and/or facilitators as described in ARM 10.55.907(3)(a)(b)(c);
4. The District will ensure that the distance, online, and technology-delivered learning facilitators receive in-service training on technology-delivered instruction as described in ARM 10.55.907(3)(d); and
5. The District will comply with all other standards as described in ARM 10.55.907(4)(5)(a-e).

The District will permit a student to enroll in an approved distance-learning course, in order that such student may include a greater variety of learning experiences within the student’s educational program at the Supervising Teacher’s discretion.

Credit for distance learning courses may be granted, provided the following requirements are met:

1. Prior permission has been granted by the Supervising Teacher;
2. The program fits the education plan submitted by the regularly enrolled student;
3. The course does not replace a required course offered by the District;

4. The course is needed as credit retrieval and cannot fit into the student's schedule; and
5. Credit is granted for schools and institutions approved by the District after evaluation for a particular course offering.

The District will not be obligated to pay for a student's distance learning courses.

Cross Reference:	2410 and 2410P	High School Graduation Requirements
Legal Reference:	ARM 10.55.602	Definitions
	ARM 10.55.705	Administrative Personnel; Assignment of School Administrators/Principals
	ARM 10.55.906	High School Credit
	ARM 10.55.907	Distance, Online, and Technology Delivered Learning

Policy History:

Adopted on: February 17, 2011

Reviewed on:

Revised on:

Organization, Grouping and Class Size

Grade Organization

The grade organization in the District for instruction purposes shall be Kindergarten through 8th grade.

Instructional programs shall be coordinated between each grade and between levels of school.

Grouping for Instruction

A student will be assigned to an instructional group or a classroom that will best serve the needs of that individual while still considering the rights and needs of other students. Factors to be considered in classroom assignments are class size, peer relations, student-teacher relations, learning style of individual students and any other variables that will affect the performance of the student.

The criteria for grouping should be based upon the learning goals and objectives being addressed and the student's ability to achieve those purposes.

Class Size

It is the goal of the District to maintain class size at the optimum level appropriate to student learning needs and maturation levels. Optimum levels of class size shall be defined for these purposes as the number currently mandated by the Board of Public Education.

The Board of Trustees shall have the authority to combine classes, eliminate classes, or make assignments that provide for the most economical but educationally sound classroom environment.

The multigraded primary classroom shall have no more than 20 students per teacher. The multigraded intermediate grades shall have no more than 24 students per teacher. The combined 7th and 8th grades shall have no more than 26 students per teacher. If grouping into a multigraded classroom must be made across the grade level boundaries listed above, the class size will be determined by the lower grade level.

If a teacher has 2 or more grades in the classroom and more than 20 students, the board will provide the teacher with the services of an aide (20-9-316 MCA)

Legal Reference: 10.55.801, ARM, et. seq.
§ 20-6-501, MCA

Accreditation Standards
Definitions of various schools

Policy History:

Adopted on: February 17, 2011

Revised on:

Placement

While the curriculum within a classroom should have sufficient breadth to meet the needs of a variety of students, the school should make every effort to place present or new students into a classroom environment where the student may achieve optimum success as a learner. The Supervising Teacher shall carefully consider physical maturity, social maturity, chronological age, mental maturity and achievement before assigning a student to a specific level.

Credit Transfer/Assessment for Placement

Requests from parents of students in non-accredited, non-public schools for placement in the District school system will be evaluated by the Supervising Teacher. The assessment will take into account the following in its recommendation for grade placement:

1. Documentation that the non-accredited, non-public school has provided a comparable number of hours as the child would have attended in a public or private school;
2. The child followed a similar curriculum as would have been provided in an accredited public or private school;
3. The result of the end of the year test indicates the student has mastered most prerequisite skills.

Parents of students in elementary home schools are encouraged to maintain a log which documents dates of instruction, content of instruction, amount of time spent on that instruction, scores on tests, and the grades in all activities.

The District is not obligated to provide instructional materials for other public or private schools.

If a parent or guardian of a child is not in agreement with the placement of the child, he/she may request a hearing before the Board.

Legal Reference: § 20-5-110, MCA School district assessment for placement of a child who enrolls from a non-accredited, non-public school

Policy History:

Adopted on: February 17, 2011

Revised on:

Community and Adult Education

Efforts will be made to maximize the use of public school facilities and resources, realizing that education is a lifelong process involving the whole community. The District makes its resources available to adults within the limits of budget, staff, and classroom space. Daytime and/or evening use of classrooms, shops, and labs should be encouraged provided there is no interference with or impairment of the regular school program. Course offerings shall be developed in cooperation with an Adult Education Advisory Council made up of community representatives.

Use of Property

Nonschool groups may use the facilities of Hall Elementary School District #8 as long as their activities are of a civic or educational nature. Requests to use the school shall be made to the Supervising Teacher who, as an agent of the board, has the authority to grant permission and is responsible for scheduling the use of the facility so that nonschool use will not conflict with school use. All requests will be treated equally. Organizations using the school will not be allowed in the main classrooms to conduct their meetings. They will be able to use the lunchroom area and the rest rooms unless given prior permission from the Supervising Teacher.

The board requests that each group or club donate to the Hall Building Fund to cover the cost of electricity and custodial work.

Nonschool activities that involve children shall have adequate adult supervision.

No alcoholic beverages shall be allowed.

Groups or clubs extensively using the grounds, as determined by the Board, shall sign the following Advertising Disclaimer, Hold Harmless Agreement, and Rental Agreement annually.

Legal Reference: § 20-7-703, MCA Trustees' policies for adult education

Policy History:

Adopted on: February 17, 2011

Revised:

Hall Elementary School District #8

Advertising Disclaimer

Authorization for use of school facilities is not to be considered an endorsement of or approval of the activity, group or organization nor for the purposes represented.

All users are required to attach the following disclaimer on any and all advertising relating to the activity for which the facility is to be used. This requirement is to ensure there will be no implied or inferred sponsorship or endorsement by the Board of the purpose or activity for which the facility is to be used.

“Hall Elementary School District #8 does not endorse this activity, nor is it a sponsor.”

I agree to attach the above disclaimer on any and all advertising relating to the activity for which the facility is to be used.

Signature _____ Group/ Organization _____

Date(s) of Rental Agreement: _____

**Hall Elementary School District #8
Hold Harmless Agreement**

There shall be no liability assumed on the part of Hall Elementary School District #8, Granite County, Montana, or its Trustees or agents, either officially or personally to the user for any damage occurring from the use of the District facilities. The following named group/ organization shall be fully responsible to pay for any and all damages to property owned by Hall Elementary School District #8, Granite County, Montana, or its trustees or agents, which results from any act or omission of the named group/ organization. Group/ organization agrees to defend, indemnify and hold harmless the Hall Elementary School District #8, Granite County, Montana, its trustees or agents from any damages or charges resulting from the named group/ organization's use of the property. The group/ organization's liability shall include all losses, costs, damages and expenses, including attorney fees and court costs, arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons or physical property, including the named group/ organization, its agents, participants, employees and business invitees which arise from or out of the named group/ organization's occupancy and use of the premises or any part thereof.

Name (please print): _____

Signature: _____

Title: _____

Group/ Organization: _____

Date: _____

Date(s) of rental agreement: _____

Rental Agreement for Hall Elementary School District #8

The facilities of Hall Elementary School District #8 may be used by nonschool groups provided that their activities are of a civic or educational nature. The Board has developed the following procedures for use of the school facilities:

- For rental rates we ask your club to give a donation to the Hall Elementary School Building Fund to cover the cost of electricity and any extra cleaning that may result from use.
- No alcoholic beverages or tobacco use permitted.
- Each group must name a person responsible for the rental agreement and sign below verifying they have read these procedures.
- District-sponsored activities, including curricular and extra/co-curricular functions, retain first priority in use of facilities.
- All activities, including practices and rehearsals, must be adequately supervised at all times.
- Children and adults are to confine themselves to the rented area and not access other areas of the building. They must stay within the lunchroom, main hall, and restrooms unless given prior permission from the Supervising Teacher.
- Prior to use of the school facilities, the group or organization must provide a certificate of general liability insurance with Hall Elementary School District #8 named as insured in the amount of \$1,000,000.00.
- There shall be no liability assumed on the part of Hall Elementary School District #8, Granite County, Montana, or its Trustees or agents, either officially or personally to the user for any damage occurring from the use of the District facilities.
- All users must sign the attached Hold Harmless Agreement, holding the District, its trustees and agents free and harmless from all claims or liability for damages.
- The Board will ensure equal access to all groups of the same class and requires all activities to be open to all who may wish to participate.
- Requests to use the school shall be made to the Hall Elementary School Board and the Supervising Teacher so that nonschool use will not conflict with school use.
- Authorization for use of school facilities is not to be considered an endorsement of or approval of the activity, group or organization nor for the purposes represented.
- All users are required to sign the attached disclaimer for any and all advertising relating to the activity for which the facility is to be used. This requirement is to ensure there will be no implied or inferred sponsorship or endorsement by the Board of the purpose or activity for which the facility is to be used.

I have read the above procedures and will serve as the responsible person for this lease agreement.

Signature _____ Group/ Organization _____

Date(s) of Rental Agreement: _____

Library Materials**Loans**

School District students and staff are provided school library and classroom library books primarily for their use. Students and staff may check out library books. Individuals that check out books are responsible for the care and timely return of those materials. The Supervising Teacher may assess fines for damaged or unreturned books.

School District residents or parents/guardians of non-resident students attending Hall Elementary School may be allowed use of library books. However, such access shall not interfere with regular school use of those books. The intent of allowing public access to library books is for parents/guardians to share a reading/learning experience with their children. Use of the library books outside of the District is prohibited except for inter-library loan agreements with other libraries.

Selection of Library Materials

The District libraries' primary objective is implementing and supporting the educational program in the schools. It is the objective of these libraries to provide a wide range of materials on all appropriate levels of difficulty, with diversity of appeal and the presentation of different points of view.

Every child has the right to a variety of learning materials to broaden interests and experiences and to stimulate mental growth. The well-administered school library is the most effective and economical way to provide each child with exploratory experiences, reading guidance, instruction in the use of a variety of materials and curriculum enrichment.

The provision of a wide variety of library materials at all reading levels supports the District's basic principle that the school in a free society assists all students to develop their talents fully so that they become capable of contributing to the further good of that society.

In support of these objectives, the Board reaffirms the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and expressed in the School Library Bill of Rights, endorsed by the American Association of School Librarians in 1969.

Ultimate responsibility for the selection of library materials rests with the Board. However, the Board delegates this responsibility to the Supervising Teacher.

The selection of library material is a professional task overseen by the staff. The selection should be based on:

1. Needs of the curriculum and requests from administrators and teachers.
2. Needs of individual students and requests by parents and students.
3. Provision of a wide range of materials at all levels of difficulty, with a diversity of appeal and presentation of different points of view.
4. Provision of materials that are accurate and objective.
5. Provision of materials that are relevant to today's world.
6. Provision of materials that represent artistic, historic and literary qualities.
7. Provision of materials appropriate for the age maturity level of the students using the libraries.

In selecting library materials, the staff will evaluate the existing collection; assess curricula needs; examine materials and consult reputable, professionally prepared selection aids.

Weeding

When materials no longer meet the criteria for selection, they shall be weeded. Weeding is a necessary aspect of selection, since every library will contain works which may have answered a need at the time of acquisition, but which, with the passage of time, have become obsolete, dated, unappealing, or worn out.

Discarded materials will be clearly stamped:
"DISCARDED"

Materials will be discarded in compliance with state law.

Gifts

Gift materials may be accepted with the understanding that they must meet criteria set for material selection.

Cross Reference: 2314 Learning Materials Review

Legal Reference: § 20-7-203, MCA Trustees' policies for school library
 § 20-7-404, MCA School library book selection

Policy History:

Adopted on: February 17, 2011

Revised on:

Copyright Restrictions

The District recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying or using of audio, visual or printed materials and computer software, unless the copying or using conforms to the "fair use" doctrine.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. While the District encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of District staff to abide by the District's copying procedures and obey the requirements of the law. In no circumstances shall it be necessary for District staff to violate copyright requirements in order to perform their duties properly. The District cannot be responsible for any violations of the copyright law by its staff.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with the District's procedures or is permissible under the law should contact the Supervising Teacher, County Superintendent or their designee. They will assist staff in obtaining proper authorization to copy or use protected materials when such authorization is required.

Authorized Reproduction and Use of Copyrighted Material in Print:

In preparing for instruction, a teacher may make or have made a single copy of:

1. A chapter from a book;
2. An article from a newspaper or periodical;
3. A short story, short essay or short poem; or
4. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

A teacher may make multiple copies not exceeding more than one per pupil for classroom use or discussion if the copying meets the tests of "brevity, spontaneity and cumulative effect" set by the following guidelines. Each copy must include a notice of copyright.

Legal Reference: 17 USC 101 to 1010 Federal Copyright Law of 1976.

Policy History:

Adopted on: February 17, 2011

Revised on:

Acceptable Use of Computers

New technologies are shifting the ways that information may be accessed, communicated and transferred. Those changes may also alter instruction and student learning. Hall Elementary School offers students access to the Internet.

Rules and Responsibilities

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Internet access may be provided for students to conduct research and communicate with others in relation to schoolwork. Access to the Internet is only available to students who agree to act in a considerate and responsible manner. Parent may request their students not use the Internet.

The Hall Elementary School District does provide a filter to screen objectionable material on the Internet from student access.

Access is a privilege, not a right. Therefore, based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use and their decisions are final. The system administrators may close an account at any time. The administration, faculty, and staff may deny, revoke or suspend specific user accounts.

Individual users of computers with Internet access are responsible for their use. Their use must be in support of education and research and must be consistent with academic expectations of Hall Elementary School. Use of other organizations' networks or computing resources must comply with the rules appropriate for those networks. Transmission of any material in violation of U.S. or state regulations, including copyrighted, threatening, or obscene materials, is prohibited. Use for commercial activities by for-profit organizations, product promotion, political lobbying, or illegal activities is strictly prohibited.

The user is expected to abide by the following rules of etiquette:

- Be polite. Do not write or send abusive messages.

- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.

- Transmission of obscene materials is prohibited. Sending or knowingly receiving offensive messages or pictures from any source will result in immediate suspension of privileges.

- Do not reveal the personal address or phone number of yourself or other students.

- Do not communicate any credit card number, bank account number, or any other financial information.

- Electronic mail is not guaranteed to be private. People who operate the system do have access to all mail.

 - Inappropriate messages can result in suspension of privileges.

- Do not use the network in such a way that would disrupt the use of the network by other users.

- Vandalism - any malicious attempt to harm or destroy data of another user will not be tolerated. Any questionable action will result in cancellation of user privileges.

Violation of any of the above-mentioned rules and responsibilities will result in a loss of access and may result in other disciplinary or legal actions.

Policy History:

Adopted on: February 17, 2011

Revised on:

INSTRUCTION

2315F

Student Agreement and Parent Permission Form

Internet Access User Agreement and Parent Permission Form

After reading the Internet Use Rules and Responsibilities in Policy 2315, please complete this form to indicate that you agree with the terms and conditions outlined. The signatures of both the student and parent/guardian are mandatory before access may be granted to the Internet. This document, which incorporates the Internet Use Procedure, reflects the entire agreement and understanding of all parties.

As a user of the Hall Elementary School District computer network, I have read and hereby agree to comply with the Internet Use Procedure

Student Signature: _____ Date: _____

Student Name (Please Print): _____

Student's School: _____

Grade: _____ Date of Birth: _____

As parent/legal guardian of the student signing above, I grant permission for my child to access networked computer services such as electronic mail and Internet. I have read and agree to this procedure, and I understand that I may be held responsible for violations by my child. I understand that some materials on the Internet may be objectionable; therefore, I agree to accept responsibility for guiding my child, and conveying to him/her appropriate standards for selecting, sharing and/or exploring information and media.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name (Please Print): _____

Street Address: _____

Home Phone: _____ Daytime Phone: _____

Complete and return to your child's teacher. Thank you.

Field Trips, Excursions and Outdoor Education

The District recognizes that field trips when used as a device for teaching and learning are integral to the curriculum. Such trips can supplement and enrich classroom procedures by providing learning experiences in an environment beyond the classroom. The District also recognizes that field trips may result in lost learning opportunities in missed classes. Trustees do therefore endorse the use of field trips when the educational objectives achieved by the trip clearly outweigh any lost learning opportunities. The Supervising Teacher or the Board has the authority to approve day field trips.

Each field trip must be integrated with the curriculum and coordinated with classroom activities, which enhance its usefulness.

No staff member may solicit students during instructional time for any privately arranged field trip or excursion without Board permission.

Field trips are defined as travel away from school premises, under the supervision of a teacher of an approved course of study, for the purpose of affording students a direct learning experience not available in the classroom. Overnight field trips require Board approval.

The following procedures shall apply:

Day Field Trips

1. The sponsoring staff member is responsible to coordinate all activities related to the field trip. This includes ordering and confirmation of the bus, or other forms of transportation, contact with the site to insure maximum learning opportunities, assessing all activities related to the site for safety, and for providing adequate supervision.
2. Adequate supervision will typically be defined in the elementary school as one adult supervisor for every ten students. Buses with fewer than 25 students will require one adult supervisor.

Overnight Field Trips

1. Staff members requesting overnight field trips must submit a plan to the Board, including purposes of the trip, supervision, proposed itinerary, estimated cost, housing and funding sources. This plan must be submitted at the board meeting prior to the proposed date of the field trip.
2. If students are housed in private homes, they are to be assigned in those homes in pairs or in threes. If any transportation such as to and from a private home is provided by private automobile, such arrangements must be noted on a form signed by the parents that gives permission for the student to travel in these private automobiles.

3. The approval of the trip will depend on the amount of school time lost, the cost of the field trip if it were to affect the General Fund, value of the learning objectives, and planning, organization and supervision of the trip.

Permission Slips

Prior to a field trip, parents will be notified in writing, describing the details of the field trip, and requesting a signed permission slip for student participation. The permission slips shall contain medical emergency information filled out by the parents for each student. The Supervising Teacher is responsible for keeping permission slips on file.

Out-of-State Trips

While the District recognizes the importance and value of some out-of-state trips, it also recognizes the necessity of funding the regular and basic instructional programs first. The District believes that, in general, out-of-state trips for organized clubs and activities should not be paid from District funds. Groups may elect to participate in fund-raisers that, with individual student contributions, will cover costs. The District does not fund the attendance of individual students at any out-of-state activity.

Exceptions to the above will be as follows:

1. When a group, individual or organization submits through the regular budget building process, a request for an out-of-state trip, that request will be given consideration as for any other budget item.
2. When an activity group or school club is, through local competition, able to qualify for out-of-state competition, and when there's no possible method that the group could, due to time constraints, raise funds, that activity may be funded or partially funded from the general fund budget with Board approval.

The following will be considered in determining the approval of out-of-state trips:

Whether the trip:

- ... is an extension of the academic program or is solely extra-curricular in nature
- ... is the result of successful competition at the local or state level
- ... is a logical stepping-stone of local competition
- ... is something directly related to the instructional process
- ... causes minimal loss of school time
- ... costs are within available budgets

Policy History:

Adopted on: February 17, 2011

Revised on:

**STUDENT FIELD TRIP AUTHORIZATION FOR EMERGENCY CARE
AND LIABILITY RELEASE FORM
Hall School District #8**

Your child will have the opportunity to participate in educational field trips throughout the school year. It is the policy of the School District to require parental permission before allowing a student to travel with members of his/her class. If you would like your child to have the opportunity to participate, please carefully read and sign this document.

I/We hereby understand my child, _____, will be given the opportunity to travel with his/her class on field trips. You will be asked to sign individual permission slips for field trips as they are planned throughout the year, and you will have the option for participation in each event.

As a parent or guardian, I/We understand that the school and the staff will try to prevent accidents. However, I/We fully understand that some activities on trips involve inherent risks to students regardless of all feasible safety measures that may be taken by the district. In consideration of the district's agreement to allow my child to participate in field trips, I/We agree to accept responsibility and release the School District from any and all liability for any loss, damage, or injury to my child that occurs during my child's participation in field trips that is not the result of fraud, willful injury to a person or property or the willful or negligent violation of a law by a trustee, employee, or agent of the School District.

I authorize qualified emergency medical professionals to examine and in the event of injury or serious illness, administer emergency care to my child. I understand every effort will be made to contact me to explain the nature of the problem prior to any involved treatment. In the event it becomes necessary for the district staff in charge to obtain emergency care for 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.

Parent(s) or Guardian(s): _____
_____ (Please Print)

Address: _____

Phone Number: _____

Emergency contact information (if different than the above-listed phone number: _____

Does your child have a medical condition, which the school should be aware of before allowing your child to participate on field trips? Yes _____ No _____. If yes, please state the nature of the medical condition: _____.

Signature: _____ Date: _____
Parent/Guardian

Signature: _____ Date: _____
Parent/Guardian

Guest Speakers

The District encourages the extension of instructional experiences through the use of guest speakers. A sound education requires that students face issues and gain access to divergent points of view.

The District establishes the following procedures for the approval of the use of a guest speaker. When an invited speaker expresses opinions that are partisan or considered controversial by a large portion of the community, the school shall provide for the presentation of opposing views.

When a teacher believes that a guest speaker will contribute to the curriculum by helping to achieve the goals and objectives of the course, the staff member will follow the procedure set out below:

1. Prior to the proposed visit, the teacher will notify the Supervising Teacher or the Board of the name of the proposed speaker, how the speaker's topic will relate to the curriculum and the proposed date of the visit.
2. In the event the speaker's topic is determined to be controversial, the teacher will notify parents and students beforehand that any student who wishes not to attend the presentation will have an alternative assignment.
3. Approval of a guest speaker will be exercised in a manner consistent with the principles of free inquiry and expression.
4. If the Supervising Teacher or Board has reason to believe that the appearance of the guest speaker would not contribute to the curriculum or would be harmful to the students, he/she may deny the appearance of the guest speaker. If the teacher disagrees with the denial, he/she may appeal the decision to the Board.

Policy History:

Adopted on: February 17, 2011

Revised on:

Contests for Students

Contests may be made available to students by outside organizations through the schools, subject to certain limitations. The Supervising Teacher or Board shall determine that the contest is not in conflict with nor will it diminish the primary educational aims of the schools and that it meets the needs and interests of students.

A state or local contest in which students participate shall be:

1. One that supplements and does not interfere with the regular school program.
2. One that is beneficial to youth in education, civic, social, physical or ethical development.
3. One that makes it possible for individual students to work out contributions by their own efforts and does not invite dishonest collaboration.
4. One whose subject is not commercial, controversial, sectarian or concerned with propaganda. It must emphasize high moral standards, good citizenship and intellectual competence.
5. One from which no contestant shall be excluded because of race, color, creed, sex or payment of entry fee.
6. One which does not place an undue burden on students, teachers or the school, nor requires frequent or lengthy absence of participants from the school.
7. One sponsored by an organization engaged in a creditable or acceptable enterprise regardless of kind or amount of prizes offered. The contest or activity must not be used as a "front" for advertising a company name or product.

Contests will not be allowed unless they further the educational goals of the District.

Policy History:

Adopted on: February 17, 2011

Revised on:

Academic Freedom and Controversial Issues**Academic Freedom**

The Board encourages and supports the concept of academic freedom, recognizing it as a necessary condition to aid in maintaining an environment conducive to learning and the free exchange of ideas and information.

In the study or discussion of controversial issues or materials, however, the Board directs the teaching staff to take into account the following criteria:

1. Relative maturity of students;
2. District philosophy of education;
3. Community standards, morals and values;
4. Necessity for a balanced presentation; and,
5. Necessity to seek prior Board counsel and guidance in such matters.

Controversial Issues

The District shall offer courses of study that will afford learning experiences appropriate to the level of student understanding. The instructional program shall respect the right of students to face issues, to have free access to information, to study under teachers in situations free from prejudice, and to form, hold, and express their own opinions without personal prejudice or discrimination.

Teachers shall guide discussions and procedures with thoroughness and objectivity to acquaint students with the need to recognize opposing viewpoints, importance of fact, value of good judgment, and the virtue of respect for conflicting opinions.

Legal Reference:

Article X Sec.8
§ 20-3-324 (16)(17), MCA
10.55.701 ARM

Montana Constitution
Powers and duties
Accreditation

Policy History:

Adopted on: February 17, 2011

Revised on:

Religious Beliefs and School**Student Religious Activity at School**

In keeping with the United States and Montana constitutions and judicial decisions, Hall Elementary School District #8 may not support religion or endorse religious activity. At the same time, the District may not prohibit private religious expression by students. The purpose of this policy is to provide direction to students and staff members about the application of these principles to student religious activity at school.

Student Prayer and Discussion

Students may pray individually or in groups and discuss their religious views with other students, as long as they are not disruptive or coercive. The right to engage in voluntary prayer does not include the right to have a captive audience listen, to harass other students, or to force them to participate. Students may pray quietly in the classroom, except when they are expected to be involved in classroom instruction or activities.

Student Religious Expression and Assignments

Students may express their individual religious beliefs in reports, tests, homework, and projects. Staff members should judge their work by ordinary academic standards, including substance, relevance, appearance, composition, and grammar. Student religious expression should neither be favored nor penalized.

Staff Members

Staff members are representatives of the District and must "navigate the narrow channel between impairing intellectual inquiry and propagating a religious creed." They may not encourage, discourage, persuade, dissuade, sponsor, participate in, or discriminate against a religious activity or an activity because of its religious content. They must remain officially neutral toward religious expression.

Religion in the Curriculum

Staff members may teach students about religion in history, art, music, literature, and other subjects in which religious influence has been and continues to be felt. However, staff members may not teach religion or advocate religious doctrine or practice. The prohibition against teaching religion extends to curricular decisions that promote religion or religious beliefs. School programs, performances, and celebrations must serve an educational purpose. The inclusion of religious music, symbols, art, or writings is permitted if the religious content has an historical and/or independent educational purpose, which contributes to the objectives of the approved curriculum. School programs, performances, and celebrations cannot promote, encourage, discourage, persuade, dissuade, or discriminate against a religion or religious activity and cannot be religious or religious-holiday oriented.

Release Time for Student Religious Instruction

If requested, the trustees of Hall Elementary School District #8 shall determine the amount of time a pupil may be released from regular school attendance for the purpose of receiving religious instruction.

Religious Holidays

Staff members may teach objectively about religious holidays and about the religious symbols, music, art, literature, and drama that accompany the holidays. They may celebrate the historical aspects of the holidays, but may not observe them as religious events.

Legal Reference:	Art XI, Sec. 5, Art X, Sec. 2 § 20-1-308, MCA § 20-7-112, MCA	Montana Constitution - Freedom of religion Montana Constitution - Nondiscrimination in education Religious Instruction released time program Sectarian publications prohibited and prayer permitted
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Policy History:

Adopted on: February 17, 2011

Revised on:

Health Enhancement

Health, family life and sex education, including information about parts of the body, reproduction and related topics, shall be included in the instructional program as appropriate to the grade level and course of study. The instructional approach shall be developed after consultation with parents and other community representatives. Parents may ask to review the materials to be used and may request that their child be excluded from sex education class sessions without prejudice.

Chemical Dependency

In acknowledgment that chemical dependency is a treatable health problem, the District is committed to the development of a program that emphasizes prevention, intervention, aftercare support and disciplinary actions. The District will work with the community to positively address the problem, and will be responsible for the development of this program within the existing legal, financial and policy restraints.

HIV/AIDS/STDs Education

The Board recognizes that Human Immunodeficiency Virus HIV/AIDS and other STDs instruction is most effective when integrated into a comprehensive health education program. Instruction shall be developmentally appropriate to the grade level of the students and shall occur in a systematic manner. The Board particularly desires that students receive proper education about HIV and other STDs before they reach the age when they may adopt behaviors that put them at risk of contracting these diseases.

In order for education about HIV and other STDs to be most effective, the Board shall require that faculty members who present this instruction receive continuing in-service training, which includes appropriate teaching strategies and techniques. Other staff members not involved in direct instruction but who have contact with students shall receive basic information about HIV/AIDS and instruction in the use of universal precautions when dealing with body fluids.

Safety Program

As part of the Health Enhancement Program, the school has a responsibility for supervision of students while under the custodianship of the school system. In addition, the school has the responsibility to educate students in regard to home and school safety. For specific procedures to implement a safety education program for the District see Policies #9310.

Legal Reference: § 50-16-1001, et seq, MCA AIDS Education and Prevention

Policy History:

Adopted on: February 17, 2011

Revised on:

Grading and Progress Reports

The District believes that the cooperation of school and home is a vital ingredient in the growth and education of the student and recognizes the responsibility to keep parents informed of student welfare and progress in school.

The issuance of grades and progress reports at regular intervals serves as the basis for continuous evaluation of the student's performance and determining changes that should be made to effect improvement. These reports shall be designed to provide information that will be helpful to the student, teacher, counselor and parent.

Report cards will be sent home every nine weeks. These reports will include information relative to the student's academic achievement, days absent, social behavior and attitudes toward school. In addition, parent and teacher conferences will be held twice each year for more in depth discussions.

In the first and second grades, "S" will be used to indicate satisfactory performance. "U" will indicate unsatisfactory performance. In the third through eighth grades, percentage grades will be given in all subject areas.

Plus and minus may be used to show the grades of achievement of each letter grade.

Teachers are encouraged to write additional comments amplifying grades given.

These grades will indicate academic performance only. In addition, conduct and effort grades will be reported quarterly. These grades will reflect the teacher's judgment of the extent to which the student has performed to school expectations as well as to how the student has performed to his/her academic ability. Attendance will also be reported quarterly.

Grades are given as a system of reporting student progress and this policy should be reviewed to reflect knowledge of how students learn. Staff members, parents and teachers shall be involved.

Policy History:

Adopted on: February 17, 2011

Revised on:

Promotion/Retention

The District recognizes that students of the same age are at many intellectual and developmental levels and that these differences are a normal part of human development. Because of these differences, the administration and teaching staff are directed to make every effort to develop curricula and programs that meet the individual and unique needs of all students and allow them to remain with their age cohorts.

If the decision is made to retain, then the child study team must consider constructive support and alternative programs as part of their recommendation. Such support programs as Title I, special education, counseling, peer tutoring, Indian education tutoring, use of aides or adult volunteers, college field experience personnel, rescheduling (different teacher, different approach) and extended time (before school, after school, recesses, etc) are feasible alternatives for assisting the child and must be considered in the decision.

If a parent insists on the child being retained, a notice will be placed in the child's file that the retention was a parent decision and not recommended by the school.

Policy History:

Adopted on: February 17, 2011

Revised on:

Homework

The District believes that homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits. As an extension of the classroom, homework must be planned and organized, must be viewed as purposeful to the students; and should be evaluated and returned to students in a timely manner.

Teachers may give homework to students to aid in the student's educational development. Homework should be an application or adaptation of a classroom experience, and should not be assigned for disciplinary purposes.

Homework may be assigned for one or more of the following purposes:

1. Practice: To help students to master specific skills which have been presented in class.
2. Preparation: To help students gain the maximum benefits from future lessons.
3. Extension: To provide students with opportunities to transfer specific skills or concepts to new situations.
4. Creativity: To require students to integrate many skills and concepts in order to produce original responses.

The purposes of homework assignments, the basis for evaluating the work performed and the guidelines and/or rules should be made clear to the student at the time of the assignment.

Policy History:

Adopted on: February 17, 2011

Revised on:

Recognition of American Indian Cultural Heritage

The Trustees of Hall Elementary School District recognize, honor and facilitate the implementation of Article X, Section 1 (2) of the Montana Constitution. To that end the district will incorporate in its educational goals the distinct and unique cultural heritage of American Indians and will include the following instructional programs:

1. Take into account individual and cultural diversity and differences among learners. Cultural and language differences will be viewed as valuable and enriching resources and in developing instruction, the unique needs of American Indian students and other minority groups will be taken into account;
2. Develop an understanding of the values and contributions of Montana’s American Indians for all students;
3. Provide learning resources that are culturally relevant, inclusive and current; and
4. Provide books and materials that reflect authentic historical and contemporary portrayals of American Indians.

Legal Reference:	Montana Constitution	
	§ 20-1-501-503, MCA	American Indian Studies
	10.55.701 ARM	Accreditation Standards
	10.55.803 ARM	Accreditation Standards

Policy History:

Adopted on: February 17, 2011

Revised on:

School Wellness

The Hall Elementary School District is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore it is the policy of the Hall Elementary School District to include:

1. Community involvement, including input from parents, students, school food service, the school board, educators and the public in the development of the school wellness program.
2. Goals for nutrition education designed to promote student wellness including:
 - a. All students shall receive nutrition education that teaches the knowledge and skills needed to adopt healthy eating behaviors.
 - b. Nutrition education shall be integrated into the curriculum.
 - c. Nutrition information and education shall be offered throughout the school based on the U.S. Dietary Guidelines for Americans.
3. Nutritional guidelines for all foods available at school during the school day with the objective of promoting student health and nutrient-rich meals and snacks including food and beverages used for classroom rewards and fundraising efforts.
4. A plan for measuring implementation of this policy.

Health Enhancement and Physical Activity Opportunities

The District shall offer health enhancement opportunities that include the components of a quality health enhancement program. Health enhancement instruction shall be aligned with the Montana Health Enhancement Content Standards and Benchmarks. All students shall have the opportunity to participate regularly in supervised, organized or unstructured, physical activities, to maintain physical fitness, and to understand the short-and long-term benefits of a physically active and healthy lifestyle.

Nutrition Standards

The District shall monitor all food and beverages sold or served to students, including those available outside the federally regulated child nutrition programs (student stores, classroom rewards, fundraising efforts).

Maintaining Student Wellness

The School Board shall develop and implement procedures consistent with this policy utilizing community involvement before implementation. The School Board shall measure how well this policy is being implemented, managed, and enforced. The Supervising Teacher shall report to the Board, as requested on the District's programs and efforts to meet the purpose and intent of this policy.

Legal Reference:

PL 108-265

The Child Nutrition and WIC Reauthorization Act of 2004

Policy History:

Adopted on: February 17, 2011

Revised on:

**3000 SERIES
STUDENTS**

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Entrance, Placement and Transfer**Entrance, Date and Age:**

No pupil may be enrolled in the kindergarten or first grade whose fifth or sixth birthday does not occur on or before the tenth day of September of the school year in which the child registers to enter school. A birth certificate and a current immunization record or exemption form are required for admission to the Hall Elementary School.

School Entrance

1. The district requires that a child's parents, guardian, or legal custodian present to the school, within forty days of enrollment, proof of identity of the child. (Birth certification or certified transcript).
2. If a child's parent, guardian, or legal custodian does not present the proof of identity required within forty days of enrollment or if the school district does not receive the school records of the child within sixty days of enrollment, the school shall notify the missing children information program or a local law enforcement authority of the fact that no proof of identity has been presented for the child.
3. In accordance with the Montana Immunization Law, a student will not be admitted who has not been immunized against diphtheria, pertussis, tetanus, poliomyelitis, rubella, mumps, and measles (except that pertussis vaccination is not required for person 7 years or older). If the student qualifies for conditional attendance or a religious or medical exemption is filed as defined by Montana law, immunization may not be required.

Placement:

The goal of the school shall be to place students at levels and in settings that will enhance the probability of student success. Developmental testing, together with other relevant criteria including, but not limited to health, maturity, emotional stability, and developmental disabilities will be considered in the placement of all students. Final decisions for all placements rest with the Supervising Teacher, subject to review by the Board.

Transfer:

Any student transferring into the District will be admitted and placed on a probationary basis for a period of two weeks. The probationary period may be extended based on the Supervising Teacher or the Board of Trustees recommendation.

Should any doubt exist with the teacher and/or the Supervising Teacher as to grade and level placement of the student, the student shall be subject to an educational assessment to determine appropriate grade and level placement. The student will be subject to observation by the teacher and Supervising Teacher.

Out of District:

Out of District students shall follow the guidelines set forth in the parent/ student handbook.

Legal Reference:	§ 20-5-101, MCA	Admittance of child to school
	§ 20-5-403, MCA	Immunization requirement - release and acceptance of immunization records
	§ 20-5-404, MCA	Conditional attendance
	§ 20-5-405, MCA	Medical or religious exemption
	§ 20-5-406, MCA	Immunization record
	10.55.601 et seq., ARM	

Policy History:

Adopted on: January 19, 2012

Revised on:

Child Abuse and Neglect Reporting Policy**1. Basic Policy**

The Board of Hall Elementary School District #8 supports those sections of Montana law concerned with the reporting of suspected cases of child abuse and neglect perpetrated by persons within or outside District employment.

Realizing the seriousness of child abuse and neglect, this Board requires compliance with Montana law by all persons employed by School District #8.

2. Laws and Definitions

Montana laws pertaining to reporting and investigating child abuse and neglect are found in Title 41, Chapter 3, Part 2, and MCA. This law provides that all records concerning the reporting of child abuse or neglect are confidential and grant immunity from any liability, civil or criminal, that might otherwise be incurred or imposed, unless the person acted in bad faith or with malicious purpose.

An "abused or neglected child" is a child whose normal physical or mental health or welfare is harmed or threatened with harm by the acts or omissions of his/her parent or other persons responsible for his/her welfare.

"Harm to a child's health or welfare" means the harm that occurs whenever the parent or other person responsible for the child's welfare:

- a. Inflicts or allows to be inflicted upon the child physical or mental injury.
- b. Commits or allows to be committed sexual abuse or exploitation of the child;
- c. Causes failure to thrive or otherwise fails to supply the child with adequate food or fails to supply clothing, shelter, education or health care, though financially able to do so or offered financial or other reasonable means to do so.
- d. Abandons the child by leaving him/her under circumstances that make reasonable the belief that the parents or legal guardian does not intend to resume care of the child in the future or by willfully surrendering physical custody for a period of 6 months and during that period does not manifest to the child and the person having physical custody of the child a firm intention to resume physical custody or to make permanent legal arrangements for the care of the child; or,
- e. Is unknown and has been unknown for a period of 90 days and reasonable efforts to identify and locate the parents have failed. ' 41-3-102, MCA.

3. Reporting

When a teacher, educator or person employed by School District #8 suspects child abuse, sexual child abuse or neglect, that person must promptly notify the Tri County Family Service. It is the individual's obligation to see that the situation is reported (reporting concerns to the Supervising Teacher or County Superintendent does not satisfy the reporting requirement). Required information to be reported includes:

- a. The names and addresses of the child and the parents or other persons responsible for the child's care;
- b. To the extent known, the child's age, the nature and extent of the child's injuries, including any evidence of previous injuries;
- c. Any other information the reporter believes might be helpful in establishing the cause of the injuries or showing the willful neglect and the identity of the person or persons responsible; and,
- d. The facts that led the person reporting to believe that the child has suffered injury or injuries or willful neglect.

4. Penalty for Failure to Report

Any person employed by School District #8 who fail to report to the Department of Public Health and Human Services known or suspected cases of child abuse or neglect, or who prevent another person from reasonably doing so, may be civilly liable for the damages proximately caused by such failure or prevention, and are guilty of a misdemeanor (§ 41-3-207, MCA). These persons will also be subject to disciplinary action, including discharge, by the Board of Trustees. The toll free number for DPHHS is 1-800-820-5437.

5. Remedial Action and Prevention

The District will take immediate action to protect victims of alleged child abuse or sexual child abuse. The District will also provide whatever remedial action, education, or training is necessary for students, staff, teachers and parents following any incidents of sexual child abuse within the school.

Legal Reference:	§ 41-3-101, MCA	Declaration of policy
	§ 41-3-102, MCA	Definitions
	§ 41-3-201, MCA	Reports
	§ 41-3-202, MCA	Action on reporting
	§ 41-3-203, MCA	Immunity from liability
	§ 41-3-205, MCA	Confidentiality - disclosure exceptions
	§ 41-3-207, MCA	Penalty for failure to report

Policy History:

Adopted on:

Revised on:

Child Custodial Agreement

Confrontations that occur as parents come to school to enact a change in custody arrangements for their child are disruptive to the school environment as well as upsetting to the child involved. On many occasions the child is unaware of the impending change and is unsettled because of the sudden uprooting from a familiar environment. Occasionally, the parent is a disturbing influence in the school setting. Unfortunately, if a law enforcement officer is involved, it heightens the anxiety of the child involved and other students in the school. This policy will help to alleviate this disruption to the school environment. It is important to emphasize that whenever possible every effort should be made to settle custody disputes outside of the school setting.

1. Parents who come to the school or call the school with information that a child is leaving because of a change in custodial arrangements should be informed that the Granite County Sheriff's Department oversees the process. The parent will be directed to go to the Sheriff's office.
2. The Sheriff or law enforcement officer will check the custodial decree and also check to see if there is any pertinent restraining orders.
3. If the Officer-in-Charge suspects that a confrontation may occur at the school, he will call the school. After receiving this call, the Supervising Teacher will determine if the child should be removed from the classroom and placed in a safe location until a decision is made.
4. The Sheriff or Officer-in-Charge will notify the school about the custodial change. If the circumstances are questionable, the Supervising Teacher will "call back" to verify that the call came from the Sheriff's office.
5. Whenever possible, the officer will attempt to work around the child's school schedule in order to minimize the disruption for the child, the classroom teacher and students. The Sheriff's Department will decide on the appropriateness of calling the parent or guardian who was the former caretaker of the child.
6. If a custody change is to be made during the school day and the child will be leaving the District, the school Supervising Teacher will be responsible for removing the child from the classroom and/or school. The child may be taken to a neutral location (agreed upon by the deputy and the Supervising Teacher) for "pick up" by the custodial parent.
7. Change in custody or custodial questions shall be addressed on the enrollment form.

Policy History:

Adopted on: January 19, 2012

Revised on:

Compulsory Attendance

Parents are responsible for seeing that their children of age 7 or older prior to the first day of school attend school, until the later of the following dates:

1. The child's 16th birthday, and,
2. The date of completion of the work of the eighth grade.

Parents shall enroll the student unless the student is:

1. Provided with supervised correspondence or home study;
2. Excused because of determination by a district judge that attendance is not in the best interest of the child;
3. Enrolled in a non-public or home school.
4. Enrolled in a school of another district or state under the tuition provisions of this title.
5. Excused by the Board of Trustees upon a determination that such attendance by a child who has attained the age of 16 is not in the best interest of the child and the school.

Legal Reference:	§ 20-5-101, MCA	Attendance of child to school
	§ 20-5-103, MCA	Compulsory enrollment and excuses
	§ 20-5-108, MCA	Tribal agreement with District for Indian child attendance
	§ 20-5-104,105, MCA	Attendance Office

Policy History:

Adopted on: January 19, 2012

Revised on:

Enrollment and Attendance Records

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

Average Number Belonging

Definition: Average Number Belonging (ANB) is the enrollment measure used for the State Foundation Program calculations as defined in ' 20-9-311, MCA. The ANB of one year is based on the attendance records of the preceding year or the three year average of the three preceding years, whichever is greater. Funding for districts is based on ANB and must be accurate.

For a child to be counted for ANB purposes, they must:

- a) Meet the definition of pupil as found in ' 20-1-101 (10) MCA,
- b) Part time enrollment is a program that provides less than 720 aggregate hours per year. Full time enrollment is a program that provides 720 or more aggregate hours per year.and
- c) Not dropped from enrollment for being absent more than 10 consecutive school days.

Attendance Accounting:

Days present and absent for every student are be recorded in a register approved by the Board or the County Superintendent. The register should be retained with the permanent records that are in the school or at the County Superintendent's office. The purpose of the current reporting includes informing parents of a student's attendance record.

On the first Monday in October and the first Monday in February, the number of all enrolled students (whether present or absent) by grade level and class will be recorded on the forms provided by the district. Special education children who are enrolled in special programs 16 hours a week or more will be listed separately.

Policy History:

Adopted on: January 19, 2012

Revised on:

Attendance Policy - Grades K-8

The District is committed to the tenet that every student should attend school every day; and that poor attendance results, not only in a loss of valuable instruction time, but creates lifelong behavior patterns which could dramatically influence a student's career success.

Regular attendance and promptness are expected and essential for success in school. The law of the State of Montana, Section 20-5-103, MCA, specifies the requirements for compulsory attendance in school. It requires parents and guardians who are responsible for the care of school-age children to enforce attendance to the school in which the child is enrolled.

The District believes that regular attendance is primarily the responsibility of parents and, to a lesser extent, students, depending on their age.

The District recognizes the importance of monitoring all student's attendance and is committed to taking whatever action is necessary, up to and including legal action, to assure that students attend school regularly.

The Supervising Teacher shall investigate chronic absences. If necessary, the services of the County Superintendent in the role of attendance officer will be employed.

Definitions

Truancy - Absences that take place without the approval of the parent and/or Supervising Teacher.

Excused Absence - Generally, absences will be considered reasonable in cases of illness, bereavement, family vacations, situations resulting from "acts of God" and other emergencies. Other absences will be considered unexcused.

Excessive Absences - Students who miss 10 days of school per semester are considered excessively absent.

Tardiness - All tardies that extend beyond 9:00 a.m. will be considered a .5 day absence.

Reporting Student Absences

When a student must be absent for illness or other unforeseen emergencies, parents must inform the school of the reasons for the student's absence by 9:00 a.m. on the day of the absence. If the student is not present, and the parent has not notified the school of the absence, the school will attempt to call the parent by 11:00 a.m. the same day. The fact that the school will attempt to call the parent does not relieve the parent of the responsibility to call the school to report their child's absence.

Excused Absences and Tardies

In cases where doubt occurs concerning the validity of an excuse, the Supervising Teacher may require verification of medical conditions contributing to the absence. In the event the Supervising Teacher determines an absence or tardiness is unnecessary, the absence will be considered unexcused. A permanent record will also be maintained of student absences and tardies.

Absence/Student Performance

Once the teacher observes that the student's absences or tardiness are having an adverse effect on the student's progress, he/she will make parental contact to express concern and to explain the problem. If the absences have been unavoidable because of illness, bereavement or other reasons, the teacher will request a meeting to develop a plan so that the absenteeism has minimal effect on the student's academic success. In the event that reasons for absences have been questionable, the teacher will explain that the student will not get credit for work missed during those unexcused absences. Additionally, the teacher will not be required to provide make-up work. Absences and excessive tardiness may be a significant factor in decision of retention. When absent, students shall not participate in any school-related activities (eg. Sports competition) during the school day or after.

SUMMARY OF RESPONSIBILITIES

Students:

- To attend class regularly, only missing a class when a parent is aware that the absence is due to illness or other emergency;
- To be knowledgeable of the make-up policy in his/her classes;
- To obtain the make-up work and needed instructional help upon returning after an absence or should future absences be known;
- To obtain the make-up work and needed instructional help should future absences be known;
- To schedule all medical and other appointments outside of school time whenever possible;

Parents or Legal Guardian:

- To instill in their student the importance of attendance;
- To insure to the best of their ability that their student is in attendance regularly;
- To avoid taking the student out of school for appointments, trips and vacations;
- To call the school when they are aware that their student is absent;
- To work with teachers to promote good attendance patterns for their student;
- To work with their student to obtain the make-up work and needed instructional help upon returning after an absence

Teachers:

- To keep daily records of absences and tardies;
- To make parental contracts regarding excessive absences or tardies;
- To refer the student to the County Superintendent if the parental contact does not solve the problem;
- To communicate in writing to the student, parent or legal guardian, : (a) the make-up procedure for the class and (b) the manner in which the grade for the class will be earned.
- To provide opportunities for make-up work when the student is absent unless the absence is due to suspension or truancy.

Supervising Teacher:

- To take appropriate disciplinary measures when a student with excessive absences or tardies has been reported by a teacher;
- To monitor attendance reports identifying and conferencing with students whose attendance patterns are cause for concern;
- To work closely with teachers and parents to help the student to develop positive attendance patterns.

Legal Reference: § 20-5-103, MCA Compulsory Attendance

Policy History:

Adopted on: January 19, 2012

Revised on:

Student Rights and Responsibilities:

The mission of the District is to ensure that learning experiences help all students develop skills, competencies and attitudes fundamental to achieving individual satisfaction as responsible, contributing citizens. As a result of the process of education, each student should clarify his/her basic values and develop a commitment to act upon these values within the framework of his/her rights and responsibilities as a participant in the democratic process. Upon enrolment the students will be given a student handbook. The Supervising Teacher and staff shall confer at least annually to develop and/or review student conduct standards and the uniform enforcement of those standards.

All students who attend the District's school shall comply with the written policies, rules and regulations of the school, shall pursue the required course of studies, and shall submit to the authority of the teacher and the Supervising Teacher.

Rights, Responsibilities, and Authority of Certified Staff

Certified staff shall share responsibility for supervising the behavior of students and for maintaining the standards of conduct that have been established.

Certified staff shall have the right to:

1. Expect students to comply with school rules.
2. Develop and/or review building rules relating to student conduct and control at least once each year. These rules shall be consistent with Board Policy.
3. Exclude a student from class for all or any portion of a period of instruction.
4. Receive any complaint or grievance regarding corrective action of students. They shall be given the opportunity to present their version of the incident and to meet with the complaining party in the event that a conference is arranged.

Certified staff shall have the responsibility to:

1. Distribute to students, parents and staff a publication defining the rights, responsibilities and corrective action or punishment relating to student behavior.
2. Observe the rights of students.
3. Enforce the rules of student conduct fairly, consistently and without discrimination.
4. Maintain good order in the classroom, in the hallways, and on the playgrounds or other common areas of the school, or while riding on school buses including field trips.
5. Maintain accurate attendance records and report all cases of truancy.
6. Set an appropriate example of personal conduct and avoid statements which may be demeaning or personally offensive to any student or group of students.
7. Meet with a parent(s) within five (5) school days upon request to hear a complaint regarding the use of classroom materials and/or teaching strategies that are being employed in the classroom.
8. Conduct their classes in reciting the Pledge of Allegiance at the beginning of school each day, but also informing students of their right not to participate.

Certified staff shall have the authority to:

1. Use physical restraint, defined as placing of hands on a pupil in a manner that is reasonable and necessary to quell a disturbance, provide self-protection, protect the pupil or others from physical injury, obtain possession of a weapon or other dangerous object on the person of the pupil, maintain the orderly conduct of a pupil including but not limited to relocating a pupil in a waiting line, classroom, lunchroom, or other non-campus facility or within control of the pupil and protect property from serious harm.
2. A teacher has the authority to hold a pupil to strict accountability for disorderly conduct in school, on the way to or from school, or during intermission or recess. However, a person who is employed by District #8 may not inflict or cause to be inflicted corporal punishment on a pupil.
3. Remove a student from a class session for sufficient cause.
4. Detain a student after school for up to 90 minutes.
5. The Supervising Teacher may recommend suspension and the expulsion of a student to the Board.
6. Not participate in reciting the Pledge of Allegiance.

Legal Reference:	§ 20-4-302, MCA	Discipline and punishment of students
	§ 2'0-5-103, MCA	Compulsory attendance and excuses
	§ 20-5-202, MCA	Suspension and expulsion
	§ 20-5-201, MCA	Duties and sanctions

Policy History:

Adopted on:

Revised on: January 19, 2012

Equal Education and Nondiscrimination

The Hall Elementary School District #8 is committed to equality of educational opportunity. Because freedom from discrimination is a fundamental right under the Montana Constitution, it is the policy of this District to provide a learning environment free of discrimination.

All students have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offering, graduation requirements, athletics, counseling, and other school-related activities.

Discrimination in education because of sex, race, color, creed, religion, national origin, age, physical or mental disability, political belief, marital or parental status is prohibited unless based upon reasonable grounds as provided by law. The District is committed to taking any appropriate and feasible remedial action necessary to eliminate existing discrimination and its effects.

Inquiries regarding discrimination or intimidation should be directed to the Hall Elementary School District #8 Title IX Coordinator (or Title IX/Section 504 Coordinator).

In compliance with federal regulations, the District will notify annually all students, parents, staff, and community members of this policy and the designated coordinator to receive inquiries. Notification should include the name and location of the coordinator and will be carried in all handbooks and published in community newspapers.

Legal Reference:	20 USC 1681	Discrimination based on sex or blindness
	Art X, Sec 7	Montana Constitution - Non-discrimination in education
	§ 49-2-307, MCA	Discrimination in education
	24.9.1001 to 1011,	ARM Sex discrimination in education

Policy History:

Adopted on: January 19, 2012

Revised on:

Uniform Grievance Procedure

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

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

1. Level 1: Informal

An informal meeting with the parties and the Teacher can solve many problems. An individual with a complaint is encouraged to first discuss it with the teacher involved with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be discussed with the first level that is not involved in the alleged harassment.

2. Level 2: Supervising Teacher

If the complaint is not resolved at Level 1, the grievant may file a written grievance stating: 1) the nature of the grievance, 2) the remedy requested, and 3) be signed and dated by the grievant. The Level 2 written grievance must be filed with the Coordinator within sixty (60) days of the event or incident, or from the date the grievant could reasonably become aware of such occurrence.

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

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

The Coordinator will complete the investigation and file the report with the Board of Trustees within thirty (30) days after receipt of the written grievance. The Coordinator will send a copy of the report to the grievant.

If the Board agrees with the recommendation of the Coordinator, the recommendation will be implemented.

Level 3: The Board of Trustees

If the Board of Trustees rejects the recommendation of the Coordinator, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within fifteen (15) days of receiving the report of the Coordinator to the Board for a full contested case hearing. On receipt of the written appeal, the matter shall be placed on the agenda of the Board for consideration not later than the next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board will be final, unless appealed within the period provided by law.

Level 4: County Superintendent

If the case falls within the jurisdiction of the County Superintendent of Schools, the decision of the Board of Trustees may be appealed to the County Superintendent by filing a written appeal within thirty (30) days after the final decision of the Board pursuant to the Rules of School Controversy (10.6.103, et seq. ARM).

Policy History:

Adopted on: January 19, 2012

Revised on:

Freedom of Expression

The free expression of student opinion is an important part of education in a democratic society. Students' verbal and written expression of opinion on school premises is to be encouraged as long as it does not substantially disrupt the operation of the school.

Students shall enjoy the privilege of free verbal and written expression providing such expressions are not obscene, libelous or profane; do not violate an individual's rights to privacy; or do not advocate violation of school rules. The Supervising Teacher shall have the authority to monitor student verbal and written expression. Students who violate the standards for verbal and written expression shall be subject to corrective action or punishment.

Student Publications

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

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

Legal Reference: Article II, Section 7, 10 and 15, 1972 Montana Constitution

Policy History:

Adopted on: January 19, 2012

Revised on:

Student Dress/ Personal Appearance

Students are reminded that their appearance significantly affects the way others respond to them. Matters of dress remain the primary responsibility of students, in consultation with their parents. Student dress shall not be regulated except when there is a reasonable expectation that:

1. A health or safety hazard may be created by the student's dress or appearance;
2. Damage to school property may result from the student's dress; or
3. The student's dress or appearance is immodest and may create a material or substantial disruption of the education process at the school.
4. Dress that contains printed material must conform to the guidelines in Policy #3220.

The Supervising Teacher shall monitor student dress in school and at activities in accordance with these policies.

If the student's dress or grooming violates the provision of this or Policy #3220, his/her Supervising Teacher shall request the student to make appropriate corrections. If the student refuses, the Supervising Teacher shall notify the parents and request that the parent and the student make the appropriate necessary corrections. If both the student and the parent refuse, the Supervising Teacher shall take appropriate action.

Policy History:

Adopted on: January 19, 2012

Revised on:

Hazing, Harassment/ Intimidation/ Bullying/ Menacing of Students

Hazing, harassment, intimidation, bullying, and/or menacing of students by students, staff, or third parties is prohibited and shall not be tolerated.

The terms “hazing,” “harassment,” “intimidating,” “bullying” and “menacing” include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of harassment include, but are not limited to, crude jokes or pictures, teasing related to perceived vulnerabilities, spreading rumors related to them, name-calling and physical abuse. Such behavior may be aimed at victims because of perceived vulnerabilities which often include, but are not limited to race, color, religion, ancestry, national origin, gender, sexual orientation, culture, social origin or condition, political affiliation, mental, physical or sensory disability, and other attributes or abilities.

Students who believe that they may have been harassed or intimidated should contact a counselor, teacher or Title IX coordinator who will assist them in filing a complaint and keep their identity confidential. Supervisors or teachers who knowingly condone or fail to report or assist a student to take action to remedy such behavior of harassment or intimidation may themselves be subject to discipline.

An employee, fellow student or third party who engages in such behavior is subject to discipline. For employees in violation of this policy the discipline could include dismissal. For students the discipline could include expulsion. For third parties whose behavior is in violation of this policy, appropriate sanctions will be determined and imposed by the Board. Individuals may also be referred to law enforcement officials.

Students and parents who believe they have been harassed should report their concerns to the Supervising Teacher or the County Superintendent of Schools immediately. Teachers or staff who witness bullying should intervene and report continued problems to the above listed officials. No retaliation or reprisals will be made against any person who reports bullying incidents and any one who does so will be subject to discipline him/herself. The reported incident will be promptly investigated.

The District will make every effort to insure that employees or students accused under the provisions of this policy are given appropriate opportunity to defend themselves against such accusations. Nevertheless, where there is reasonable cause to believe that harassment has taken place, appropriate disciplinary action will be taken.

An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Policy.

The Board will strive to provide a positive, productive learning and working environment for all who are in its school.

Cross Reference: Uniform Grievance Policy 3215

Legal Reference: 10.55.701(2)(g) and 10.55.801(1)(d)ARM Prevent bullying, intimidation,
and harassment
Title IX of the Education Amendments 20 U.S.C. 1681 et seq.34 CFP Part 106
Montana Constitution Article X, Section 1:
Montana Human Rights Act 49-2-101, et. seq. MCA;

Policy History:

Adopted on: January 19, 2012

Revised on:

Student Privacy

The right to privacy is a fundamental tenet of human liberty. Staff shall take particular care to respect students' privacy. At the same time, they must protect the health and safety of all students and promote the effective operation of the school. School officials shall have the authority to conduct student searches. He/she shall do so only upon reasonable suspicion and in the manner prescribed by District policy.

Searches and Seizure

A student shall be free from searches of his/her clothing and other personal property unless there is reason to believe that something may be concealed that may be of immediate danger to the student or to other students. School officials shall request the student to remove all items from pockets or other personal effects. If the student refuses and there is no immediate danger, school officials shall refrain from a search until the parent or, in the case of possible criminal activity, law enforcement officers are available.

School officials may inspect and search school property and equipment owned or controlled by the school, as well as personal effects left there by the students, without notice or consent of the student. The school officials may request the assistance of law enforcement officials to conduct inspections and searches conducted through the use of specially trained dogs.

Seizure of Property

If a search produces evidence that the student has violated either the law or the District's policies or rules, such that evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Legal Reference: Article II, Section 10 & 15, 1972 Montana Constitution

Policy History:

Adopted on: January 19, 2012

Revised on:

Guidelines of Conduct (K-8)

Each student is expected to strive to take full advantage of his/her educational opportunities and to do his/her best in all areas of school life. Each student has the right to an education in an orderly, safe, and sanitary atmosphere and is expected to contribute to his/her environment by meeting the following responsibilities:

1. Respect and work cooperatively with his/her fellow students and school staff.
2. Be punctual and regular in school attendance.
3. Respond positively and promptly to direction by faculty, staff members or chaperone.
4. Refrain from fighting or other abusive behavior directed toward any student, faculty or staff member.
5. Refrain from the use of profanity or vulgarity.
6. Avoid encouraging or assisting another student to take action which would subject a student to suspension or expulsion.
7. Refrain from possession or use of explosives, dangerous chemicals, or weapons on school property or at a school function.
8. Refrain from damage to or theft of personal property.
9. Refrain from unauthorized entry into or misuse or damage of school property.
10. Be financially responsible, with his/her parent or guardian, for willful damage or destruction of school property.
11. Refrain from throwing rocks or snowballs.
12. Walk bicycles on to the school ground and walk in the school.
13. Go home immediately after school. The student may return after checking in with his/her parent.
14. Refrain from possession, use, and/or distribution of illicit drugs and alcohol on school premises or as a part of any school sponsored activity.

Compliance with these guidelines of conduct is mandatory. Failure of a student to comply with these regulations constitutes an infringement upon the rights of other students.

Parental Responsibilities

1. To insist upon regular and punctual attendance of their children.
2. To understand and insist that children comply with the rules of the school.
3. To cooperate with the school in the enforcement of these guidelines.
4. To insist that their children behave appropriately during school hours and at school sponsored activities.
5. To see that their children are prepared for school each day.
6. To play an active part in seeing that homework is completed.

Legal Reference: § 20-5-201, MCA Duties and Sanctions
 § 20-5-203, MCA Secret Organization Prohibited.

Policy History:

Adopted on: January 19, 2012

Revise

Discipline and Appeals

A teacher or Supervising Teacher has the authority to hold a pupil to strict accountability for disorderly conduct in school, on the way to or from school, or during intermission or recess.

No person who is employed or engaged by the School District may inflict or cause to be inflicted corporal punishment on a pupil.

The methods employed in enforcing the rules of the school involve professional judgment. Such judgment should be:

1. Consistent from day to day and student to student.
2. Balanced against the severity of the misconduct.
3. Appropriate to the student's nature and prior behavior.
4. Fair to the student, parent, other students and others, and
5. Effective.

Since these criteria may be in conflict, established procedures must be followed in correcting misbehavior. Appeal procedures have been established in order to provide for an opportunity for every corrective action or punishment to be reviewed by someone in authority and to instill confidence among students and parents as to the essential fairness of staff.

In order to develop an environment conducive to learning, the Supervising Teacher shall confer with certified staff at least once per year to develop and/or review rules of conduct to be employed in the school and corrective actions and punishment that may be employed in the event of rule infractions.

A teacher shall have the authority to exclude a student from his/her classroom for all or any part of the period or until the teacher has conferred with the Supervising Teacher. Prior to excluding a student, except in emergency circumstances, the teacher shall have attempted one or more corrective actions.

Corrective Actions and Punishment

All students shall submit to the reasonable rules of the District. Refusal to comply with written rules and regulations established for the governing of the school shall constitute sufficient cause for discipline, suspension, or expulsion. Corrective action and/or punishment for misconduct must reflect good faith effort on the part of the staff.

For the purposes of the District's policies relating to corrective action or punishment:

1. Discipline constitutes corrective action or punishment, including brief exclusions from a class for not more than the remainder of the class period, including exclusion from any other type of activity conducted by or for the District. Discipline shall not adversely affect academic grades as long as all required work is performed.
2. Suspension is the removal from school or individual classes for a specific period of time, after which the student has the right to return. The Supervising Teacher has the right to suspend.
3. Expulsion is the removal from school. Only the Board has the authority to expel.

Except in extreme cases, students will not be expelled unless other forms of corrective action or punishment have failed, or unless there is good reason to believe that other forms of corrective action or punishment would fail if employed. Suspensions or expulsions shall be used only for instances of serious student misconduct.

Students with disabilities may also be suspended under these same rules if the suspension will not constitute a change of placement. On or before a student with a disabling condition accrues ten (10) days of suspension, the Child Study Team who has knowledge of the student's disabling condition will determine if there is causal relationship between the disabling condition and the student's misconduct. If such a relationship exists, the student's educational placement may not be changed without parental approval or a court order, pending a due process hearing under IDEA.

Before a recommendation on the expulsion of a disabled student is submitted to the Board, the Child Study Team must meet to determine if there is a casual relationship between the disabling the disabling condition and the student's misconduct.

When a disabled student is acting in such a way that s/he poses a danger to himself/herself or to another student or property, or substantially disrupts his/her educational program or that of other students, an emergency suspension may take place. Emergency suspensions may not last longer than ten (10) school days. The Special Educational Co-operative shall convene the Child Study Team for reviewing the student's record before the student is readmitted to school and no later than the tenth (10) day of suspension.

No student shall be disciplined, suspended, or expelled in any manner for any act not related to the orderly operation of the school or school-sponsored activities or any other aspect of the educational process.

Detention

Detention of students after school is for the purpose of making up work or for other reasonable purposes.

1. No student will be detained unless the parent is notified in advance and the reason(s) for detention are given.
2. The detention shall not be to the result of a handicapping condition.
3. Detention may be part of the Individual Education Plan with parental approval.
4. When detention is necessary, the student should not be kept after 4:30 PM.
5. Detention will not be carried out without arrangements of transportation to the home.

Suspension

Suspension will be considered a temporary removal from the regular school environment.

1. The parent must be contacted regarding the reasons for suspension.
2. The Supervising Teacher and parents must meet and decide whether the suspension is appropriate.
3. The suspension shall not be to the result of a handicapping condition.
4. If the student is suspended, educational materials must be provided during the suspension period as amended in the Individual Education Plan.

Expulsion

Expulsion will be considered a removal from the school environment for no more than one school semester.

1. Montana law will apply.
2. Only the Board may expel.
3. All expulsion cases will include the right to a Board hearing.
4. The expulsion cannot be caused by a handicapping condition.
5. The Board shall consider recommendations from the Supervising Teacher.

Reason for Disciplinary Action

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including but not limited to:

- Using, possessing, distributing, purchasing, or selling tobacco products;
- Using, possessing, distributing, purchasing, or selling alcoholic beverages; Students who are under the influence are not permitted to attend school and are treated as though they had alcohol in their possession;
- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia. Students who are under the influence are not permitted to attend school and are treated as though they had drugs in their possession;
- Using, possessing, controlling, or transferring a weapon are in violation of the "Possession of Weapons in a School Building" section of this policy;
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon;
- Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct;
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct;
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property;
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any disruptive activity;
- The forging of any signature, or the making of any false entry, or the authorization of any document used or intended to be used in connection with the operation of the school.

These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, but not limited to:

- On, or within sight of, school grounds before, during or after school hours or at any other time when the school is being used by a school group;
- Off school grounds at a school sponsored activity or event, or any activity or event which bears a reasonable relationship to school;
- Traveling to and from school or a school activity, function or event; or
- Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

Disciplinary Measures

Disciplinary measures include, but are not limited to: loss of privileges, restitution for damages to school property, detention, suspension, expulsion, and notification to juvenile authorities and/or police.

Weapon-Free Schools

Any person who possesses, controls, carries or stores a weapon in a school building, except as provided below, shall be referred to law enforcement for immediate prosecution. In addition, a parent or guardian of any minor violating this policy shall also be referred for possible prosecution on the grounds of allowing the minor to possess, carry or store a weapon in a school building.

For the purposes of this policy only, the following terms are defined: A school building shall be defined as all buildings owned or leased by a local school district that are used for instruction or for student activities. "Weapon" shall be defined as any type of firearm, defined as provided in 18 USC 921, a knife, a sword, a straight razor, a throwing star, nun-chucks or brass or other metal knuckles. Toy weapon replicas will not be allowed unless specified for a specific event.

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry or store a weapon in a school building shall present this request to the Board in a regular meeting. It is solely within the Board's discretion whether to allow a person to possess, carry or store a weapon in a school building.

This policy does not apply to law enforcement personnel.

Gun-Free Schools

A student who uses, possesses, controls, or transfers a firearm, or any object that can reasonably be considered, or looks like, a firearm, onto school property, except as provided below, shall be expelled for a period of not less than one calendar year unless modified by the Board of Trustees. The Board, however, may modify the expulsion period on a case-by-case basis. The Supervising Teacher shall notify the parent and County law enforcement of any student who brings a firearm to school.

If a student violating this policy is identified as disabled either under the IDEA or Section 504, a determination must be made whether the student's conduct is related to the disability. If the violation of the policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed.

Any student subject to expulsion shall be entitled to a hearing before the Board in accordance with ' 20-5-202, MCA. Nothing in this policy shall prevent the Board from making an alternative placement for a student in lieu of expulsion provided that such placement removes the student from the regular school program.

The District shall keep a record of all students disciplined under this policy and the circumstances surrounding their discipline, including the number of students expelled and the types of weapons involved. This information shall be provided to local law enforcement authorities and other governmental agencies as required by law.

Appeal Process for Disciplinary Action

Any parent or student who is aggrieved by the imposition of discipline shall have the right to an informal conference with the Supervising Teacher for the purpose of resolving the grievance. At such conference, the student and parent shall be subject to questioning by the Supervising Teacher and shall be entitled to question staff involved in the matter being grieved.

Legal Reference:	§ U.S.C 1400, et seq.,	Individuals with Disabilities Education Act
	§ U.S.C. 3351 et seq.,	Gun-Free Schools Act
	§ 29 USC 701	Rehabilitation Act of 1973
	§ 20-4-302, MCA	Power of teacher or principal over pupils
	§ 20-5-105, MCA	Attendance officer powers and duties
	§ 20-5-106, MCA	Truancy
	§ 20-5-201, MCA	Duties and sanctions
	§ 20-5-202, MCA	Suspension and expulsion
	§ 45-8-361, MCA	Possession or allowing possession of weapons in school
	10.16.1105, ARM	Aversive treatment procedures

Policy History:

Adopted on: January 19, 2012

Revised on:

Emergency Removal

A student may be removed immediately from a class or subject by a teacher without other forms of corrective action and sent to the Supervising Teacher, without first attempting corrective action, provided that the teacher has good and sufficient reason to believe that the student's presence poses an immediate and continuing threat of substantial disruption of the class, subject or educational process of the student's school. The removal shall continue only until:

1. The danger or threat ceases, or
2. The Supervising Teacher acts to impose discipline, impose a short-term or long-term suspension or recommends expulsion.

The Supervising Teacher shall meet with the student as soon as reasonably possible following the student's removal and take or initiate appropriate corrective action or punishment. In no case shall the student's opportunity for such meeting be delayed beyond commencement of the next school day. The teacher who removed the student shall be notified of the action which has been taken or initiated.

Legal Reference: §' 20-5-202, MCA Suspension and Expulsion

Policy History:

Adopted on: January 19, 2012

Revised on:

Student Health and Welfare**Student Health**

The Trustees may arrange each year for health services to be provided to all students. Such services may include, but not be limited to:

1. The development of procedures for the isolation and temporary care of students who become ill during the school day.
2. Consulting services of a qualified specialist for staff, students, and parents.
3. Vision and hearing screening.
4. Scoliosis screening.
5. Immunization as provided by the Department of Health & Environmental Sciences.

Student Welfare

The following guidelines are provided to minimize the occurrence of situations in which staff members may incur liability for their acts with relation to students:

1. Never leave a class of students unattended.
2. Accompany a class wherever it is assigned and remain with the class until another responsible person assumes supervision.
3. Do not permit students to use equipment in the classroom that has not been approved for school use.
4. Do not permit students to use equipment until they have received operating instruction and prescribed safety procedures.
5. Do not permit students to work in a shop, kitchen or laboratory without qualified supervision.
6. Report incidents of unsafe conditions and defective equipment to the Supervising Teacher immediately.
7. Ensure that proper safety gear is used wherever specified.

Legal Reference: § 20-3-324(20), MCA Powers and duty

Policy History:

Adopted on: January 19, 2012

Revised on:

Student Immunization

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board requires all students to present evidence of their having been immunized against the following diseases: diphtheria, pertussis (whooping cough), poliomyelitis, measles (rubella), mumps, and tetanus. Pertussis immunization is not required for students who are seven years or older. Haemophilus influenza type "b" immunization is required for students under the age of five.

Upon initial enrollment, an immunization status form, prescribed by the Montana Department of Health and Environmental Sciences, shall be completed by the student's parent or guardian. The certificate shall be made a part of the student's permanent record.

A pupil who transfers into the District from another district may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of immunization. The original records must be presented within thirty (30) days.

The Board may grant exemptions from one or more vaccines for medical reasons upon certification by a physician indicating the specific nature and probable duration of the medical condition for not administering the vaccine(s). Exemptions for religious reasons must be filed annually. The statement for an exemption shall be maintained as part of the student's immunization record. The permanent file of students with exemptions shall be marked for easy identification should the Department of Health order that exempted students be excluded from school temporarily when the risk of contracting or transmitting a disease exists. Exclusion shall not exceed 30 calendar days.

The Board of Trustees may allow the commencement of attendance in school by a student who has not been immunized against each disease listed in § 20-5-403, MCA, if that student has received one or more doses of polio, measles (rubella), mumps, diphtheria, pertussis, and tetanus vaccine, except that pertussis vaccine is not required for a person 7 years of age or older.

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

Legal Reference:	§' 20-3-324(20), MCA	Powers and Duties
	§ 20-5-401 through 410, MCA	Health
	§ 20-5-403, MCA	Immunization required – release and acceptance of immunization records

Policy History:

Adopted on: January 19, 2012

Revised on:

Administering Medicines to Students

The Supervising Teacher or any teacher appointed by the Supervising Teacher will be authorized by the Board of Trustees to:

1. Assist in the self-administration of any drug which may lawfully be sold over the counter without a prescription to a student in compliance with the written instructions if the student's parent or guardian consents in writing.
2. Assist in the self-administration of a prescription drug to a student in compliance with the written instructions of a practitioner, if the student's parent or guardian consents in writing and gives written instruction on how to administer the prescription drug.

No employee except a qualified health care professional may administer a drug or prescription drug to a pupil under this policy except in an emergency situation or following the dictates of this policy. Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

Administering Medication

The Board will permit the administration of medication to students in its school. Pursuant to the written authorization of a physician or dentist, as well as the written authorization and written instruction on how to administer the medication from a parent or guardian, the Supervising Teacher may administer medication to any student in the school or may delegate this task pursuant to Montana law.

Emergency Administration of Medication

In the case that emergency administration of medication is required due to a medically diagnosed and documented condition, the Supervising Teacher who is exempt from the nursing license requirement under '37-8-103(1)(c), MCA, if he/she has completed training in administration of medication, may give emergency medication to students orally or by injection. There must be on record a medically diagnosed condition that would require prompt treatment to protect the student from serious harm or death.

Record of the medication administered will be entered in ink on an Individual Student Medication Record and filed in the student's cumulative health folder.

Self-Administration of Medication

Students who are able to self-administer specific medication may do so provided:

1. A physician or dentist provides a written order to self-administration of said medication.
2. There is written authorization for self-administration of medication from the student's parent or guardian.
3. The Supervising Teacher and appropriate teachers are informed that the student is self-administering prescribed medication.

Any school employee authorized in writing by the Board of Trustees may assist with self-administration of medications provided that only the following acts are used:

1. Verbal suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications;
2. Handing a prefilled, labeled medication holder, labeled unit dose container, syringe, or original marked, labeled container from the pharmacy to the student;
3. Opening the lid of the above container for the student;
4. Guiding the hand of the student to self-administer the medication;
5. Holding and assisting the student in drinking fluid to assist in the swallowing of oral medications.
6. Assisting with removal of a medication from a container for students with a physical disability which prevents independence in the act.

Self-Administration of Asthma Inhalers and Epinephrine Pens

Students with allergies or asthma may be authorized to possess and self-administer emergency medication from an epinephrine pen or asthma inhaler during the school day, at school sponsored events and on a school bus, by the Supervising Teacher or in consultation with medical personnel. The student may do this if the following conditions have been met:

1. A written and signed authorization from the parent or guardian for self-administration of medication acknowledging that the school district or its employees are not liable for injury that results from the student self-administering the medication.
2. The student has the prior written approval of his/her primary health care provider which specifies the name and purpose of the medication, the prescribed dosage, frequency with which it may be administered, the circumstances that warrant its use and that the student has demonstrated the skill level necessary to use and administer the epinephrine pen or asthma inhaler.
3. The doctor provides documentation of a written treatment plan for managing asthma or anaphylaxis episodes of the pupil and for medication use by the student during the school hours.

A student's authorization to possess and self-medicate under these provisions shall be valid for the current school year only and must be renewed annually. The Supervising Teacher may limit or revoke the student's authorization.

The school will keep backup medication in a predetermined location to which the student has access in the event of an emergency if the medication is provided by a parent or guardian.

Administration of Glucagons

School employees may not agree to administer glucagons pursuant to Section 20-5-412, MCA.

Handling and Storage of Medications

All medication, including those approved for keeping by students for self medication, must first be delivered by the parent or other responsible adult to the employee assisting self-administration of medication. The employee must:

1. Examine any new medication to insure that it is properly labeled with dates, name of student, medication name, dosage and physician's name.
2. If administration is necessary, medical personnel must develop a medication administration plan for the student before any medication is given by school personnel.
3. Record on the Student's Individual Medication Record the date the medication is delivered and the amount of medication received.
4. Store medication requiring refrigeration at 36F - 46F.
5. Store prescribed medicinal preparations at the discretion of the Supervising Teacher.

No more than a forty-five (45) school day supply of a medication for a student will be stored at the school. All medication, prescriptions and nonprescription, will be stored in their original containers.

Access to all stored medication will be limited to persons authorized to administer medications or assist in the self-administration of medications. Each school will maintain a current list of those persons authorized by delegation from a licensed nurse to administer medication.

Disposal of Medication

School personnel must either return to parent or destroy (with permission of the parent or guardian) any unused, discontinued or obsolete medication. Medicine that is not repossessed by the parent or guardian within a seven (7) day period of notification by school authorities will be destroyed by the school personnel in the presence of a witness.

Legal Reference: §' 20-5-412, MCA
 8.32.1701--1712, ARM

Definition – parent designated adult administration of glucagons training
Delegation and assignment

Policy History:

Adopted on: January 19, 2012

Revised on:

Montana Authorization to Carry and Self-Administer Asthma Medication

For this student to carry and self-administer asthma medication on school grounds or for school sponsored activities, this form must be fully completed by the prescribing physician/provider and an authorizing parent or legal guardian.

Student's Name: _____ School: _____
Sex: (Please circle) Female/Male Town: _____
Birth Date: ____/____/____ School Year: _____ (Renew each year)

Physician's Authorization:

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

Medication: (1) _____ Dosage: (1) _____
(2) _____ (2) _____

Reason for prescription(s): _____

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

I confirm that this student has been instructed in the proper use of this medication and is able to self-administer this medication on his own with out school personnel supervision. I have provided a written treatment plan for managing asthma or anaphylaxis episodes and for medication use by the student during school hours and school activities.

Signature of Physician Physician's Phone Number Date

Backup Medication – The law provides that if a child's health care provider prescribes "backup" medication to be kept at the school, it must be kept in a predetermined location, known to the child, parent and school staff.
The following backup medication has been provided for this student

For Completion by Parent or Guardian

As the parent/guardian of the above names student, I confirm that this student has been instructed by his/her health care provider on the proper use of this/these medication(s). He/she has demonstrated to me that he/she understands the proper use of this medication. He/she is physically, mentally, and behaviorally capable to assume this responsibility. He/she understands the need to alert an adult that emergency medical personnel need to be called. If he/she has used his/her inhaler as prescribed and does not have relief from an asthma attack, he/she is to alert an adult.

I also acknowledge that the school district may not incur liability as a result of any injury arising from the self-administration of medication by the pupil and that I shall indemnify and hold harmless the school district and its employees and agents against any claims, except a claim based on an act or omission that is the result of gross negligence, willful and wanton contact, or an intentional tort.

I agree to also work with the school in establishing a plan for use and storage of backup medication if prescribed, as above, by my child's physician. This will include a predetermined location to keep backup medication to which my child has access in the event of an asthma or anaphylaxis emergency.

Authorization is hereby granted to release this information to appropriate school personnel and classroom teachers.

I understand that in the event the medication dosage is altered, a new "self-administration form" must be completed, or the physician may re-write the order on his prescription pad and I, the parent/guardian, will sign the new form and assure the new order is attached.

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

Parent/Guardian Signature Date

(Original signed authorization to the school; a copy of the signed authorization to the parent/guardian and health care provider.)

Communicable Diseases

The District is required to provide educational services to all school age children who reside within its boundaries.

Attendance at school may be denied to any child diagnosed as having a communicable disease that could make the child's attendance harmful to the welfare of other students. In the instance of diseases causing suppressed immunity, attendance may be denied to a child with suppressed immunity in order to protect the welfare of the child with suppressed immunity when others in the school have an infectious disease which, although not normally life threatening, could be life threatening to the child with suppressed immunity.

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

Management of common communicable diseases will be in accordance with Montana Department of Health guidelines and communicable diseases control rules (16.28.101, MCA, et seq). A student who exhibits symptoms of a communicable disease that is readily transmitted in the school setting may be temporarily excluded from school attendance.

Students who complain of illness at school may be referred to the Supervising Teacher and may be sent home as soon as the parent or person designated on the student's emergency medical authorization form has been notified.

The District reserves the right to require a statement from the student's primary care provider authorizing the student's return to school. In all proceedings related to this policy, the District shall respect the student's right to privacy.

When information is received by a staff member or volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer shall promptly notify the Supervising Teacher to determine appropriate measures to protect student and staff health and safety. The Supervising Teacher, after consultation with and on the advice of public health officials, shall determine which additional staff members, if any, have need to know of the affected student's condition.

Only those persons with direct responsibility for the care of the student or for determining appropriate educational accommodation will be informed of the specific nature of the condition if it is determined there is a need for such individuals to know this information due to the threat of the disease to others or the need to protect the child from other communicable diseases which may be life threatening to the child.

Parents of other children attending the school may be notified that their child has been exposed to a communicable disease without identifying the particular student who has the disease.

Note: For purposes of this policy, the term "communicable disease" refers to the diseases identified in 16.28.202, ARM, Reportable Diseases, with the exception of common colds and flu.

Legal Reference: 16.28.101, et seq, ARM Communicable Disease Control

Policy History:

Adopted on: January 19, 2012

Revised on:

Emergency Treatment

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

Each parent or guardian shall provide an emergency telephone number on the emergency consent form, where the parent or designee of the parent can be reached.

When a student is injured, staff shall provide immediate care and attention until relieved by a superior, a nurse or a doctor. The Supervising Teacher or designated staff should immediately contact the parent so that the parent can arrange for care or treatment of the injured.

If a child develops symptoms of illness while at school, the responsible school officials shall do the following:

- a. Isolate the child immediately from other children in a room or area segregated for that purpose.
- b. Inform the parent or guardian as soon as possible about the illness and request him or her to pick up the child.
- c. Report each case of suspected communicable disease the same day by telephone to the local health authority, or as soon as possible thereafter if no contact can be made the same day.

In the event that the parent cannot be reached and in the judgment of the Supervising Teacher or person in charge immediate medical attention is required, the injured student may be taken directly to the hospital and treated by the physician on call. When the parent is located, he/she may elect to continue the treatment or make other arrangements.

A person with a currently valid American Red Cross Standard First Aid Card shall be present for all field trips, athletic and other off-campus events.

Legal Reference: 16.10.1117, ARM Health Supervision and Maintenance.
Cross Reference: 8301 District Safety

Policy History:

Adopted on: January 19, 2012

Revised on:

STUDENT ENROLLMENT AND EMERGENCY CONSENT FORM

Name of Student _____ Birth Date _____

Place of Birth _____ Male Female
Please check here if there is a court order child custodial agreement?

If you checked the above box, please attach documentation of your official parenting plan as it relates to the school pick up.

I (We) _____

Check one: ___ Parent(s) ___ Legal Guardian ___ Other person who assumes responsibility for child, hereby consent to School Personnel of School District #8 to arrange for or provide the following health services for this child.

1. Emergency medical care for accident or illness, including non-surgical procedures that cannot be deferred without endangering the child's health or life.
2. Routine medical care involving the provision of health service preventive, diagnostic, therapeutic, and/or rehabilitative nature that does not involve surgical procedures.
3. Transport of child to and from health facilities in case of emergency.

Signed _____ Relationship _____

Address _____ Telephone _____

Place of Employment _____

(Name) (Address) (Phone)

Date: _____ Name of other person who we may notify if unable to reach the person

Named above: _____

(Name) (Phone)

If illness or injury requires a doctor's attention, call:

Name of Doctor: _____ Phone _____

Clinic address _____

.....
PARENTAL PERMISSION FORM FOR MEDICATION

If you wish to have your child given un-aspirin (acetaminophen) upon request please indicate below:

_____ Yes, my child may have un-aspirin during school hours

_____ No, my child may not have un-aspirin during school hours

_____ Other pain reliever _____ Aspirin _____ Pain-Aid

Parent or Legal Guardian

Date

If your child has allergies, is on special medication, or has a special medical condition, please explain on the back.

Procedure History:

Promulgated on: January 19, 2012

Revised on:

Removal of Student During School Hours

The Board recognizes its responsibility for the proper care of students during school hours. Students shall not be removed from school grounds, any school building or school function during school hours except by a person duly authorized in accordance with District procedures. Before a student is removed or excused, the person seeking to remove the student must present to the satisfaction of the teacher evidence of his/her proper authority to remove the student.

The removal of a student during the school day may be authorized in accordance with the following procedures:

1. Law enforcement officers, upon proper identification, may remove a student from school as provided in Policy #2441 or #4410.
2. Any other agencies must have a written administrative or court order directing the District to give custody to them. However, employees of the Department of Family Services may take custody of a student under provisions of ' 41-3-301, MCA, without a court order. Proper identification is required before the student shall be released.
3. A student shall be released to the custodial parent. When in doubt as to who has custodial rights, school enrollment records must be relied upon as the parents (or guardians) have the burden of furnishing schools with accurate, up-to-date information.
4. The school should always check with the custodial parent before releasing the student to a non-custodial parent.
5. Prior permission from the custodial parent or guardian is required before releasing a student into someone else's custody unless an emergency situation justifies a waiver.
6. Police will be called if a visitor becomes disruptive or abusive.

Cross Reference: #4401 Relations with Law Enforcement and Child Protective Agencies

Policy History:

Adopted on: January 19, 2012

Revised on:

Student Activities

1. Student Organizations:
 - a. The Board must approve all student organizations. New organizations and activities must have prior approval of the Board. Secret or clandestine organizations or groups will not be permitted.
 - b. By-laws and rules of student organizations must not be contrary to board policy or to administrative rules and regulations.
 - c. Procedures in student organizations must follow generally accepted democratic practices in the acceptance of members, nomination and election of officers, and in organization rules and by-laws.
2. Social Events
 - a. Social events must have prior approval of the administration.
 - b. Social events must be held in school facilities unless prior approval of the Board is obtained.
 - c. Social events must be chaperoned at all times.
3. Extracurricular Activities
 - a. All students who participate in extra-curricular activities must meet eligibility requirements. A student must maintain an overall grade average of 75% (2.00 GPA) in all subjects together and cannot fall below a 65% in any one given subject. Eligibility will be based upon a weekly average to determine eligibility for the following week. (the week shall begin on the day following the end of report of grades to continue for 7 days, example: grades are reported on Friday, eligibility shall start on Saturday and run for 7 consecutive days).
 - b. The student will be allowed to continue practicing with the team, but will not be allowed to suit out or play in any games which may be scheduled during that week. If a student is eligible for any three weeks during the season, they will lose eligibility for the remainder of the season and be asked to withdraw from the sport.

Policy History:

Adopted on: January 19, 2012

Revised on:

Student Fees, Fines and Charges

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

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

The Board will establish appropriate fees and procedures governing the collection of fees.

A student shall be responsible for the cost of replacing materials or property that are lost or damaged due to negligence. The student and his/her parent or guardian shall be notified regarding the nature of the violation or damage, how restitution may be made, and how an appeal may be instituted. The student or his/her parent or guardian may appeal the imposition of a charge for damages to the Board.

Legal reference:	§ 20-5-201, MCA	Duties and sanctions
	§ 20-7-703, MCA	Free textbook provisions
	§ 20-9-214, MCA	Fees

Policy History:

Adopted on: January 19, 2012

Revised on:

Student Fund Raising Activities (not related to the Activity Fund)

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

The Supervising Teacher shall distribute the following guidelines to each organization granted permission to solicit funds:

1. Student participation must be voluntary.
2. The fund raising activity must be such that it is not likely to create a poor public relations image.
3. Fund raising activity efforts must not interfere with the educational program.
4. Fund raising activities conducted by outside groups (including parent groups) must not involve the official student body organizations and must not utilize district materials, supplies, facilities or staff unless reimbursement is made. If student body organization involvement occurs, any moneys become student body moneys and are subject to student body accounting requirements.
5. Fund raising activities must be submitted by the Supervising Teacher to the Board for approval. Application for approval must include:
 - a. The sponsoring group;
 - b. The proposed activity;
 - c. The manner in which the money is to be collected; and
 - d. The purpose.
6. Any outside group other than an official school-parent group must have Board approval before conducting fund raising activities within a school or schools. Such outside organizations or persons seeking to raise funds from or through students:
 - a. Must work through established official parent organizations and not with or through student body organizations or administration.
 - b. May not use school materials, supplies, facilities, or staff without proper reimbursement. Request for access to students for purposes of fund raising should be referred to the appropriate parent organization, which shall have the option of permitting the outside group to utilize the parent organization's normal method of communicating to transmit information concerning the fund raising.
 - c. Shall not collect money in school buildings as part of fund raising activities. Fund collections must be made by other means in other locations under the supervision of the official parent groups, except that each school may permit the official parent organization to maintain one box in the school for deposit of envelopes containing funds, and,
 - d. May display a sign announcing a fund raising activity. Brochures explaining the program may be made available to students.

Policy History:

Adopted on: January 19, 2012

Revised on:

Missing Children

- I. Responsibility of School District:
 - A. Pursuant to '44-2-506, MCA, it shall be the responsibility of the Board of Trustees to distribute the list of missing school children provided by the State Superintendent of Public Instruction to each school building within the District. This list will be placed on an appropriate bulletin board accessible to faculty and other staff members.
 - B. In the event staff members suspect that a missing child is enrolled in the school, they shall notify the Supervising Teacher immediately.
 - C. The Supervising Teacher shall notify the county attorney's office and the sheriff's department.
- II. Responsibility of Parent/Guardian
 - A. Parents, guardians, or legal custodians of school children must report the following information to the Supervising Teacher.
 1. In the event the child will be absent from school, the parent shall report that absence to the teacher by 9:00 a.m. on the day the child is absent.
 2. The parent shall report the absence of the child every day the child is absent from school.
 3. Parents, guardians, or legal custodians will provide a telephone number where they may be contacted in the event of an emergency or when the child is absent from school.
 4. In the event the parent does not maintain a home telephone, he/she shall provide an alternative telephone number where they may be contacted if their child is absent from school.
- III. Responsibility of Supervising Teacher:
 - A. When a parent, guardian, or legal custodian notifies a school that a child will be absent from school, the teacher shall log the date and person from whom the call came.
 - B. In the event a parent, guardian, or legal custodian fails to notify the school of the child's absence, the teacher shall attempt to contact the parent, guardian, or legal custodian as follows:
 1. The teacher will attempt to telephone the parent, guardian, or legal custodian at the residential or alternative telephone number provided under II, A, 3 or 4 above.
 2. If the school official is unable to make telephone contact with the parent, guardian, or legal custodian after three school days, he/she shall mail a written notice to the parent, guardian or legal custodian indicating the child's absence from school on those dates. The letter will indicate that an attempt was made to make telephone contact during the days the child was absent from school.
 3. If the school official suspects foul play, he/she shall immediately notify the Board of Trustees and/or appropriate law enforcement agency.
 4. If a child is present for part of a school day and absent for the remainder of the school day, and if the parent has not reported that partial day absence, the school official shall follow the procedures outlined as if the child were absent from school the entire day.
 5. In the event a school official cannot determine the appropriate procedure in a particular case, he/she shall notify the Board of Trustees who may consult with the district's legal adviser, and/or county attorney for direction.

Legal Reference: § 44-2-501, et seq., MCA Missing Children Act of 1985

Policy History:

Adopted on: January 19, 2012

Revised on:

Student Records and Transfer of Student Records**Student Records**

School student records are confidential and information from them shall not be released other than as provided by law. State and Federal law grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge their or their child's school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information, maintained concerning a student receiving special education services, shall be directly related to the provision of services to that child.

The District may release directory information as permitted by law, but parent(s)/guardian(s) shall have the right to object to the release of information regarding their child.

The Board of Trustees shall implement this policy and State and federal law with administrative procedures. The Board shall inform staff members of this policy, and shall inform students and their parent(s)/guardian(s) of it, as well as their rights regarding student school records.

Transfer of Student Records

A certified copy of the permanent, or cumulative, file of any student and the file containing special education records of any student shall be forwarded by mail, or electronically, to a local educational agency or accredited school in which the student seeks to or intends to enroll within 5 working days after receipt of a written or electronic request. The files that are forwarded must include education records in the permanent file (as defined by the Board), special education records, and any disciplinary actions taken against the student that are educationally related.

If the records cannot be transferred within 5 days, the District shall notify the requestor in writing or electronically providing the reasons why the District is unable to comply with the 5-day time frame. The District shall also include in that notice the date by which the requested records will be transferred. A request for the transfer of records shall not be refused because the student owes fines or fees.

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

Policy History:

Adopted on: January 19, 2012

Revised on:

Maintenance of School Student Records

The District maintains two (2) sets of school records for each student. The permanent record may include:

- Basic identifying information
- Academic transcripts
- Attendance record
- Accident and health reports

The cumulative record may include:

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

Information in the permanent record will indicate authorship and date. Cumulative records which may be of continued assistance to the student with disabilities who graduates or permanently withdraws from the District, may, after five years, be transferred to the parent(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s).

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

Access to Student Records

The District shall grant access to student records as follows:

1. The District or any District employee shall not release, disclose, or grant access to information found in any student record except under the conditions set forth in this document.
2. The parent(s)/guardian(s) of a student under 18 years of age, or designee, shall be entitled to inspect and copy information in the child's school records. Such requests shall be made in writing and directed to the records custodian. Access to the records shall be granted within 5 days of the District's receipt of such a request.

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

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

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

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

3. The District may grant access to, or release information from, student records to employees or officials of the District or the Montana State Board of Education provided a current, demonstrable, educational or administrative need is shown, without parental/guardian consent or notification. Access in such cases shall be limited to the satisfaction of that need.
4. The District may grant access to, or release information from, student records without parental/guardian consent or notification to any person for the purpose of research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified from the information released, the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
5. The District shall grant access to or release information from a student's records pursuant to a court order, provided that the parent(s)/guardian(s) shall be given prompt written notice upon receipt of such order of its terms, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents.
6. The District shall grant access to or release information from any student record as specifically required by federal or state statute.
7. The District shall grant access to or release information from student records to any person possessing a written, dated consent, signed by the parent(s)/guardian(s) or eligible student with particularity as to whom the records may be released, the information or record to be released, and the reason for the release. One copy of the consent form will be kept in the records and one copy shall be mailed to the parent(s)/guardian(s) by the Supervising Teacher. Whenever the District requests the consent to release certain records, the records custodian shall inform the parent(s)/guardian(s) or eligible student of the right to limit such consent to specific portions of information in the records.
8. The district may release student records to the appropriate official in a school in which the student has enrolled or intends to enroll, upon written request from such official.
9. Prior to the release of any records or information under items 5, 6, 7 and 8 above, the District shall provide prompt written notice to the parent(s)/guardian(s) of this intended action. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents.
10. The District may release student records or information in connection with an emergency without parental consent if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The District shall notify the parent(s)/guardian(s) or eligible student as soon as possible of the information released, the date of the release, the person, agency or organization to whom the release was made, and the purpose of the release.
11. The District charges a nominal fee per page for copying information in the student's records. No parent(s)/guardian(s) or student shall be precluded from copying information because of financial hardship.

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

Directory Information

The District may release certain directory information regarding students, except that parent(s)/guardian(s) may prohibit such a release. Directory information shall be limited to: name, address, gender, grade level, birth date and place, parents, guardians, names and addresses, academic awards and honors, information in relation to school-sponsored activities, organizations, and athletics, and period of attendance in school. Parent(s)/guardian(s) and students will have the right to object to the release of directory information.

Student Record Challenges

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

- The right to present evidence and to call witnesses;
- The right to cross-examine witnesses;
- The right to counsel;
- The right to a written statement of any decision and the reasons therefore;
- The right to appeal an adverse decision to an administrative tribunal or official to be established or designated by the State Board.

The parent(s)/guardian(s) may insert a written statement of reasonable length describing their position on disputed information. The school will include a statement in any release of the information in dispute.

Legal Reference: Family Education Rights and Privacy Act, 20 U.S.C. ' 1232g; 34 C.F.R. 99
 § 20-5-201, MCA Duties and sanctions
 § 40-4-225, MCA Access to records by non-custodial parents
 10.55.2002, ARM Student records

Policy History:

Adopted on: January 19, 2012

Revised on:

2
3 **Student Records**

4
5 **Notification to Parents and Students of Rights Concerning a Student’s School Records**

6
7 This notification may be distributed by any means likely to reach the parent(s)/guardian(s).

8
9 The District maintains two (2) sets of school records for each student. The permanent record may include:

- 10 Basic identifying information
- 11 Academic transcripts
- 12 Attendance record
- 13 Accident and health reports
- 14 The cumulative record may include:
- 15 Intelligence and aptitude scores
- 16 Psychological reports
- 17 Achievement test results
- 18 Participation in extra curricular activities
- 19 Honors and awards
- 20 Teacher anecdotal records
- 21 Special education files
- 22 Verified reports or information from non-educational persons
- 23 Verified information of clear relevance to the student’s education
- 24 Information pertaining to the release of this record
- 25 Disciplinary information

26
27 The Family Education Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years
28 of age (“eligible students”) certain rights with respect to the student’s education records. They are:

- 29 1. The right to inspect and copy the student’s education records within a reasonable time of the day the
30 District receives a request for access.

31
32 Students less than 18 years of age have the right to inspect and copy their permanent record.
33 Parents/ guardians or students should submit to the Supervising Teacher in written request that
34 identifies the record(s) they wish to inspect. The school personnel will make arrangements for
35 access and notify the parent(s)/guardian(s) or eligible student of the time and place where the
36 records may be inspected. The District charges a nominal fee for copying, but no one will be denied
37 their rights to copies of their records for inability to pay this cost.

38
39 The rights contained in this section are denied to any person against whom an order of protection as
40 been entered concerning a student.

- 41
42 2. The right to request the amendment of the student’s education records that the parent(s)/guardian(s)
43 or eligible student believes are inaccurate, misleading, irrelevant, or improper.

44
45 Parents/guardians or eligible students may ask the District to amend a record that they believe is
46 inaccurate, misleading, irrelevant, or improper. They should write the appropriate school personnel,
47 clearly identifying the part of the record they want changed, and specify the reason.

48
49 If the District decides not to amend the record as requested by the parents/guardians or eligible
50 student, the District will notify them of the decision and advise them of their right to a hearing
51 regarding the request for amendment. Additional information regarding the hearing procedures
52 will be provided to the parents/guardians or eligible student when notified of the right to a hearing.
53

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

8
9 Disclosure is permitted without consent to school officials with legitimate educational or administrative
10 interest. A school official is a person employed by the District in education or a support position; a
11 Trustee; a person with whom the District has contracted to perform a special task, or a
12 parent/guardian or student serving on an official committee, such as a discipline or grievance
13 committee, or assisting another school official in performing his or her tasks.

14
15 A school official has a legitimate education interest if the official needs to review an education record
16 in order to fulfill his or her professional responsibility.

17
18 Upon request, the District discloses education records without consent to officials of another school
19 district in which a student has enrolled or intends to enroll as well as to any person as specifically
20 required by state or federal law. Before information is released to individuals described in this
21 section, the parents/guardians will receive prior written notice of the nature and substance of the
22 information, and an opportunity to inspect, copy and challenge the records. The right to challenge
23 school student records does not apply to: (1) academic grades of their child, and (2) references to
24 expulsion or out-of-school suspensions, if the challenge is made at the time the student's school
25 records are forwarded to another school to which the student is transferring.

26
27 Disclosure is also permitted without consent to: any person for research, statistical reporting or
28 planning, provided that no student or parents/guardians can be identified; any person named in a
29 court order; and appropriate persons if the knowledge of such information is necessary to protect the
30 health or safety of the student or other persons.

- 31
32 4. The right to a copy of any school student record proposed to be destroyed or deleted.
33
34 5. The right to prohibit the release of directory information concerning the parent/guardian's child.

35
36 Throughout the school year, the District may release directory information regarding students, limited
37 to: name, address, gender, grade level, birth date and place, parents/guardians' names and
38 addresses, academic awards and honors, information in relation to school-sponsored activities and
39 organizations, and period of attendance in school.

40
41 Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above
42 information by delivering a written objection to the Supervising Teacher within 30 days of the date of
43 this notice. No directory information will be released within this time period. Unless the
44 parent(s)/guardian(s) or eligible student is specifically informed otherwise.

- 45
46 6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the
47 District to comply with the requirements of FERPA.

48
49 The name and address of the office that administers FERPA is:

50
51 Family Policy Compliance Office
52 U.S. Department of Education
53 400 Maryland Avenue, SW
54 Washington, D.C. 20202-4605
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STUDENTS

Receipt of Confidential Records

Under '§ 41-3-405, MCA, the District is eligible to receive the case records of the department of public health and human services and its local affiliate, the county welfare department, the county attorney, and the court concerning actions taken and all records concerning reports of child abuse and neglect. These records shall not be included in the student's permanent file and shall be kept confidential as required by law.

The following individuals are authorized by the Trustees to receive information with respect to a student of the District who is a client of the department:

- 1. Supervising Teacher
- 2. Board Chairman
- 3. District Clerk

When the District receives information pursuant to' 41-3-405, MCA, it is the responsibility of the authorized individual to prevent the unauthorized dissemination of that information.

Cross Reference: #3600 Student Records
Legal Reference: § 41-3-405 MCA Confidential Records

Policy History:
Adopted on: January 19, 2012
Revised on:

1 **STUDENTS**

2
3 District-Provided Access to Electronic Information, Services, and Networks

4
5 General

6
7 The District makes Internet access and interconnected computer systems available to
8 District students and faculty. The District provides electronic networks, including access
9 to the Internet, as part its instructional program and to promote educational excellence
10 by facilitating resource sharing, innovation, and communication.

11
12 The District expects all students to take responsibility for appropriate and lawful use of
13 this access, including good behavior on-line. The District may withdraw student access
14 to its network and to the Internet when any misuse occurs. District teachers and other
15 staff will make reasonable efforts to supervise use of network and Internet access;
16 however, student cooperation is vital in exercising and promoting responsible use of this
17 access.

18
19 Curriculum

20
21 Use of District electronic networks will be consistent with the curriculum adopted by the
22 District, as well as with varied instructional needs, learning styles, abilities, and
23 developmental levels of students, and will comply with selection criteria for instructional
24 materials and library materials. Staff members may use the Internet throughout the
25 curriculum, consistent with the District's educational goals.

26
27 Acceptable Uses

- 28
29 1. Educational Purposes Only. All use of the District's electronic network must be:
30 (1) in support of education and/or research, and in furtherance of the District's
31 stated educational goals; or (2) for a legitimate school business purpose. Use is
32 a privilege, not a right. Students and staff members have no expectation of
33 privacy in any materials that are stored, transmitted, or received via the District's
34 electronic network or District computers. The District reserves the right to
35 monitor, inspect, copy, review, and store, at any time and without prior notice,
36 any and all usage of the computer network and Internet access and any and all
37 information transmitted or received in connection with such usage.
38
39 2. Unacceptable Uses of Network. The following are considered unacceptable uses
40 and constitute a violation of this policy:
41
42 A. Uses that violate the law or encourage others to violate the law, including but
43 not limited to transmitting offensive or harassing messages; offering for sale or use any
44 substance the possession or use of which is prohibited by the District's student discipline
45 policy; viewing, transmitting, or downloading pornographic materials or materials that
46 encourage others to violate the law; intruding into

the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.

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

Warranties/Indemnification

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

Violations

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

Acceptable Use of Electronic Networks

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

Terms and Conditions

3. Acceptable Use – Access to the District's electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the District; or (b) for legitimate business use.
2. Privileges – The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. That decision is final.
3. Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;
 - b. **Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;**
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Hacking or gaining unauthorized access to files, resources, or entities;
 - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
 - h. Using another user's account or password;

- i. Posting material authored or created by another, without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;

 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and

 - m. Using the network while access privileges are suspended or revoked.
4. Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:
- a. Be polite. Do not become abusive in messages to others.
 - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
 - d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.
5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification – The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.

7. Security – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. Vandalism – Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes but is not limited to uploading or creation of computer viruses.
9. Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/ or equipment or line costs.
10. Copyright Web Publishing Rules – Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Websites or file servers, without explicit written permission.
 - a. For each republication (on a Website or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
 - b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
 - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Website displaying the material may not be considered a source of permission.
 - d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
 - e. Student work may only be published if there is written permission from both the parent/guardian and the student.

11. Use of Electronic Mail.

- a. The District's electronic mail system and its constituent software, hardware, and data files are owned and controlled by the District. The District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities and as an education tool.
- b. The District reserves the right to access and disclose the contents of any account on its system without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- d. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited, unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- f. Use of the District's electronic mail system constitutes consent to these regulations.

Internet Safety

1. Internet access is limited to only those "acceptable uses," as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in these procedures, and will otherwise follow these procedures.
2. Staff members shall supervise students while students are using District Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as

contained in these procedures.

3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and determined by the Superintendent or designee.
4. The system administrator shall monitor student Internet access.

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

Procedure History:

Promulgated on: January 19, 2012

Reviewed on:

Revised:

INTERNET ACCESS CONDUCT AGREEMENT

Every student, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of the Hall Elementary School District #8's policy regarding District-Provided Access to Electronic Information, Services, and Networks (Policy No. 3612). Should I commit any violation or in any way misuse my access to the District's computer network and/or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

User's Name (Print): _____ Home _____

Phone: _____

User's Signature: _____

Date: _____

Address: _____

Status: Student _____ Staff _____ Patron _____ I am 18 or older _____ I am under 18 _____

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

Parent or Legal Guardian. (If applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.) As the parent or legal guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the District's policy regarding District-Provided Access to Electronic Information, Services, and Networks for the student's access to the District's computer network and/or the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the policy. I am, therefore, signing this Agreement and agree to indemnify and hold harmless the District, the Trustees, Administrators, teachers, and other staff against all claims, damages, losses, and costs, of whatever kind, that may result from my child's use of or access to such networks or his/her violation of the District's policy. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting. I hereby give my child permission to use the building-approved account to access the District's computer network and the Internet.

Parent/Legal _____

Guardian _____

(Print): _____

Signature: _____

Home Phone: _____

Address: _____

Date: _____

This Agreement is valid for the _____ school year only.

**4000 SERIES
COMMUNITY RELATIONS**

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Public Information Program

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

Community opinion may be solicited through parent organizations, parent-teacher conferences, open houses and other such events or activities which may bring staff and citizens together. Survey instruments and/or questionnaires may be developed in order to gain a broad perspective of community opinion.

The Board of Trustees has the authority to judge whether information shall be considered public or confidential. Information considered public will be provided or available to the press via news releases, interview or other appropriate methods. Confidential information that might infringe on the privacy rights of individuals will not be made public.

Legal Information Sources

Schools shall operate in compliance with local, state and federal laws and regulations. The school will have available a copy of the District's policy and procedure manual. Rules and regulations of the Board of Public Education (Title 10 ARM) and the School Laws of Montana (MCA) shall be available in the County Superintendent's office. These publications shall be made available for use by staff, students, and interested citizens.

The Board is a nonpartisan public body and as such shall not endorse political candidates. Neither staff nor students shall be asked to disseminate candidate's campaign materials from the schools nor shall any of the District's facilities or communications services be used to disseminate such material. The Board may take positions of support or opposition on ballot issues affecting schools.

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

Policy History:

Adopted on: January 19, 2012

Revised on:

School Support Organizations and Fund Raising by These Groups**School Support Organizations**

The Board encourages the formation of a parent-; teacher-; (student-, as appropriate) association at the school for the purpose of providing an opportunity through which parents, teachers, and students may unite their efforts and interests to enhance the school program. In schools where no such organization exists, the Board of Trustees can recognize another parent group as the official body through which parents, staff and students may unite their efforts for similar purposes. Booster clubs and/or special interest organizations may be formed to support and strengthen specific activities conducted within the school. All such groups must receive the approval of the Board in order to be recognized as a booster organization. Staff participation, cooperation and support are encouraged in such recognized organizations.

Fund-Raising by Activities Fund

Fund-raising by Activities Fund are considered a usual and desirable part of the function of the parent teacher committee. The specific fund-raising activities must be approved in advance by the Board of Trustees and must be consistent with Policy #3530 pertaining to student fund-raising.

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

These fund-raising activities must conform to the following guidelines:

1. If the fund-raising activity involves students or the school, the fund raising must be approved by the Board of Trustees.
2. The fund-raising activity must not interfere with the educational program.
3. Any student participation must be purely voluntary. Door-to-door solicitation by students is discouraged but the District recognizes that parents have the responsibility for directing the behavior of their children in non-school hours.
4. The number of fund-raising activities in the school should be limited to a few each year.
5. The purpose of the fund-raising effort must be well publicized to parents and other citizens.
6. The fund-raising activity must be such that it is not likely to create a poor image for the school parent teacher committee or the District.
7. If local or state agencies require a license or permit for the fund-raising activity, the license or permit must be obtained in advance by the school support group.
8. The Board of Trustees must have final approval of designee signatures on the Activities Fund checking account, and retains the right to change one of the designee signatures at any point throughout the year.

Cross Reference: 3530 Student fundraising activities

Policy History:

Adopted on: January 19, 2012

Revised on:

Citizen Study/Advisory Committees

The intent of this policy is to provide a method for the Board to gather public input to be used in the decision making process. The Board may appoint a citizens' committee as is necessary to establish interaction with the community about selected issues.

The committee shall study specific school matters and submit its findings or recommendations to the Board. The committee shall be dissolved following the presentation of its findings/recommendations.

Appointed committees serve in an advisory capacity only and the Board reserves all decision-making authority.

Policy History:

Adopted on: January 19, 2012

Revised on:

Parental Involvement

The Board of Trustees of Hall School District #8 encourages:

1. Regular, two-way and meaningful communication between home and school;
2. Promotion and support of good parenting skills;
3. That parents play an integral role in assisting student learning;
4. That parents are welcome in the school, and that their support and assistance is sought;
5. Parents as full partners in the decisions that affect children and families; and
6. Using community resources to strengthen schools, families and student learning.

Parent Responsibilities

1. To insist upon regular and punctual attendance of their children.
2. To understand and insist that children comply with the rules of the school.
3. To cooperate with the school in the enforcement of these guidelines.
4. To insist that their children behave appropriately during school hours and at school sponsored activities.
5. To see that their children are prepared for school each day.
6. To play an active part in seeing that homework is completed.

Legal Reference: 10.55.701 ARM, Accreditation Standards

Policy History:

Adopted on: January 19, 2012

Revised on:

Contacts with Staff and Visitors to the School**Contacts with Staff**

The learning environment and the staff's time for students shall be free from interruption. Except in emergencies, staff shall not be interrupted in their work. Brief messages shall be recorded so as to permit the staff member to return the call when free.

Visitors

The Board welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. In the building, the visitor must first check in with a staff member.

A visitor wishing to observe in a classroom shall schedule that observation in advance with the classroom teacher.

Policy History:

Adopted on: January 19, 2012

Revised on:

Review of Program, Curriculum or Learning Materials

Constructive criticism can be helpful to the District. At the same time, the Board has confidence in its staff, curriculum and programs and shall act to minimize unwarranted criticism or disruptive interference of its staff and programs.

Complaints received by an individual Board member shall be referred to the full Board for investigation.

Residents, parent(s) of student(s) or students in the school district who have a complaint must comply with procedural requirements set out. Forms will be available from the district clerk.

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

Legal Reference: § 20-3-210 MCA Controversy Appeals and Hearings
 10.6.101 ARM, Controversy Hearings

Policy History:

Adopted on: January 19, 2012

Revised on:

Review of Learning Materials

The Reconsideration Committee shall consist of members as outlined in the policy. Ex-officio members may include the Supervising Teacher and, if the challenged material is library material, a librarian of a nearby school.

When a citizen of the District or parent/guardian of a student attending school questions the appropriateness of textbooks, library books, instructional materials or supplementary materials being used, the Supervising Teacher shall first investigate the matter. If the Supervising Teacher agrees that the material should be withdrawn, no further action is required. If the problem is not resolved through this investigation, the complainant shall submit a Request for Reconsideration of Learning Materials form.

During the process, the challenged material will remain in use unless the committee determines that, if the material in question were to remain in use, it would render the committee's decision moot.

Upon receipt of the request, the Board of Trustees will direct the Reconsideration Committee to take the following steps:

1. inform the Board of the challenge and dates of the review committee's meetings;
2. read, view or listen to the material in its entirety;
3. check general acceptance of the material by reading reviews and consulting recommended lists;
4. determine the extent to which the material supports the curriculum.

The Reconsideration Committee will complete its deliberation with all possible dispatch and submit its written report to the Board of Trustees, the complainant, and other appropriate staff. A majority vote or consensus of the total committee will be required to determine its recommendation.

If the complainant is not satisfied with the decision of the committee, he/she may request, in writing, a review by the Board. The request will be submitted to the board as an information item at the next regularly scheduled Board meeting. Subsequent to reviewing the request, any Board member/s may place the matter on the next meeting agenda as an action item, at which time the matter will be discussed and a decision given to the complainant. This discussion will be held in executive session if the Board Chair determines the complaint, in whole or in part, is evaluative of a District employee's performance and that individual's right of privacy exceeds the public's right to know.

Procedure History:

Promulgated on: January 19, 2012

Revised on:

COMMUNITY RELATIONS

TO: (Parent or Citizen Initiating a Complaint)

FROM: (Chair of the Board of Trustees)

RE: Review of Program, Curriculum or Learning Materials Complaint

It is usually best to deal with complaints at the local school level. Before you file a request to process your complaint, we suggest you meet with the teacher or Supervising Teacher to discuss the issue. In most cases, a problem can be solved through such a meeting. If the problem is not solved at that level, it can then be appealed to the Board, if necessary.

We urge you, therefore, to first discuss this with the individuals involved. Then, if you are not satisfied, complete the attached form and return it to me, thereby advancing your complaint to me.

It is the District's desire to process public complaints as fairly and expeditiously as possible. The procedure provides the public with a simple and effective way to deal with problems. It also allows for the due process rights of employees to be protected.

If you wish any additional information before initiating this process, we will be glad to assist you.

_____ **School District No.**

Review of Program, Curriculum Complaints

This form is to be prepared by any citizen of the District or parent/guardian of a student attending school to process a concern about a program or curriculum of the District.

I wish to have the District process my concern about:

_____ **Program/Curriculum**

_____ **(Date)(Signature)**

(Telephone)

(Address)

1. These are my specific concerns: It is my opinion that...

2. I have reviewed/discussed these concerns with the following District employees:

3. My recommendation for improving the program or curriculum:

4. I have observed the situation myself: ___ (Yes) ___ (No)

Request for Reconsideration of Learning Materials

Author _____

Title _____

Publisher (if known) _____

Request initiated by _____

Telephone _____

Complaint represents: _____ (self)

1. What, in your opinion, is objectionable about this book/material? (Please be specific: cite pages)
2. What do you think might be the result of reading this book/using this material?
3. What brought the book/material to your attention?
4. For what age group would you recommend this book/material?
5. Do you think there is anything good about this book/material?
6. Did you read the entire book or review the material completely? If not, what parts did you read?
7. Are you aware of the judgment to this book/material by literary critics or the curriculum committee?
8. What do you believe is the theme of this book/material?
9. What would you like your library/school to do about this book/material?
 - _____ Do not assign it to my child
 - _____ Withdraw it from all students as well as from my child
 - _____ Withdraw it for re-evaluation
10. In its place, what book/material would you recommend?

SIGNATURE

DATE

RESOLUTION

SIGNATURE

DATE

COMMUNITY RELATIONS

4312

Review of Services of Staff

Constructive criticism can be helpful to the District. At the same time, the Board has confidence in its staff and shall act to minimize unwarranted criticism or disruptive interference.

When the Board or an individual Board member receives a complaint, it shall be referred to the full Board for investigation.

The Board will utilize the procedures and forms in 4312F and 4312P following this document to handle complaints received from residents, parent(s) of student(s) or student(s) in the District.

The Board Chair may determine the staff member's right to privacy exceeds the public's right to know and close the hearing to the public. No further appeal of a Board decision may be taken except as provided by law.

Policy History:

Adopted on: January 19, 2012

Revised on:

Review of Services of Staff

These procedures are intended to resolve concerns of a citizen of the District or the parent/guardian of a student attending Hall Elementary School in the District. They are not to be used by persons who are not citizens in Hall Elementary School District, nor are they available as procedures to resolve employee grievances.

Most problems can be resolved by an informal meeting between the citizen or the parent/ guardian of the student and the staff member. If the problem is not solved at that level, it can be appealed to the Board, if necessary. Complaints should be filed within 21 school days from the date of the incident.

The following steps apply to the processing of a complaint that cannot be solved through informal means. This resolution process should be completed within 30 working days and each step should be completed within 10 working days.

Step 1: The Board Chair shall attempt to settle the complaint at the level closest to the problem to be resolved.

- A) If a settlement is reached, the Board Chair shall send a copy of the process used to resolve the complaint and a short report describing the settlement (signed by a parties) to the full Board.
- B) If the complaint is not resolved, the Board Chair will forward the complaint back to the full Board for further action.

Step 2: If circumstances warrant, the Board may use an independent outside adjudicator to review the complaint.

Step 3: The adjudication process to be used by the Board or outside adjudicator shall result in a written report and will normally involve most of these components:

- A) Clarification of the complaint with the originator;
- B) Written response to the complaint by the employee;
- C) One or more hearings to gain information and insight;
- D) Review of all documents and testimony;
- E) Preparation of a written adjudication report (copies provide to the originator of the complaint, the affected employee and the full Board).

Step 4: If either of the two principal parties to the complaint disagrees with the decision of the adjudication report, it may be appealed to the Board of Trustees. The Board shall hear and rule on the appeal at the next regularly scheduled meeting of the Board.

Procedure History:

Promulgated on: January 19, 2012

Revised on:

Review of Services of Staff

TO: (Parent or Citizen Initiating a Complaint)

FROM: (Chair of the Board of Trustees)

RE: REVIEW OF SERVICES OF STAFF

It is usually best to deal with complaints at the school level. Before you file a request to process your complaint, we suggest you meet with the staff member to discuss the issue. In most cases, a problem can be solved through such a meeting. If the problem is not solved at the level, it can then be appealed to the Supervising Teacher and then the Board if necessary.

We urge you, therefore, to first discuss this with the individuals involved. Then, if you are not satisfied, complete the attached form and return it to me, thereby advancing your complaint to the Board.

It is the District's desire to process public complaints as fairly and expeditiously as possible. The procedure provides the public with a simple and effective way to deal with problems. It also allows for the due process rights of employees to be protected.

If you wish any additional information before initiating this process, we will be glad to assist you.

Review of Services of Staff Complaint

This form is to be prepared by any citizen of the District or parent/guardian of a student attending Hall Elementary School District to process a concern about an employee of the District.

I wish to have the District process my concern about the services of:

_____ (Individual)

_____ (Signature) _____ (Date)

_____ (Phone) _____ (Address)

1. These are my specific concerns: It is my opinion that

2. I have reviewed/discussed these concerns with the following District employees:

3. My recommendation for improving the performance of the individual:

4. I have observed the situation myself: _____ (Yes) _____ (No)

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 as soon as possible. A copy of the report shall be given to the Board Chair.

In the event of the disruption of school operations by any individual, the Supervising Teacher shall:

1. with the assistance of appropriate staff, attempt to curtail the disruption; physical force will not be used except in emergency situations where the safety of students, employees, or other persons is in jeopardy;
2. call for assistance from local law enforcement authorities, if needed;
3. remove or have removed the individual or individuals responsible for the disruption from the scene of the activity;
3. take steps to remove the individual or individuals responsible for the disruption from the school.
These steps may includes:
 - a. contacting parents to remove the juvenile(s),
 - b. contacting local law enforcement to assist;
4. prepare a written report detailing the facts related to the incident;
5. forward a copy of the report to the Board Chair; for more serious incidents of disruption, copies of the report will be forwarded to:
 - a. local law enforcement
 - b. if the individual involved is a juvenile, to the Chief Probation Officer.

Potential Disruption of School Operations

In the event the Supervising Teacher learns of the possibility of a school disruption, he/she shall consult with his/her Board members and/or the County Superintendent regarding appropriate preparatory or preventative measures.

Legal Reference:	§ 20-1-206, MCA	Disturbance of school- penalty
	§ 48-8-101, MCA	Disorderly conduct
	§ 20-4-303, MCA	Abuse of Teachers

Policy History:

Adopted on: January 19, 2012

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 who are not employed by the District for educational purposes. Teachers may arrange guest speakers on appropriate topics relative to the curriculum. The Supervising Teacher may approve school assemblies on specific educational topics of interest and relevance to the school program. Other types of contact by non-school personnel will normally not be permitted. Outside organizations desiring to use the captive audience in a school for information, sales material, or special interest curricula will not be allowed access to the schools.

Distribution of Fund Drive Literature Through Students

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

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

Use of School Property for Posting Notices

Individuals and organizations are prohibited from posting or causing to be posted on or in any District property any information that:

- 1) has not been approved by the Supervising Teacher;
- 2) fails to identify the sponsoring agency; and/or,
- 3) exceeds dimensions of 11" x 17".

Policy History:

Adopted on: January 19, 2012

Revised on:

Use of School Facilities

Nonschool groups may use the facilities of Hall Elementary School District #8 as long as their activities are of a civic or educational nature. Requests to use the school shall be made to the Supervising Teacher who, as an agent of the board, has the authority to grant permission and is responsible for scheduling the use of the facility so that nonschool use will not conflict with school use. All requests will be treated equally.

The board requests that each group or club donate to the Hall Building Fund to cover the cost of electricity and custodial work.

Nonschool activities that involve children shall have adequate adult supervision.

No alcoholic beverages shall be allowed on school grounds.

Groups or clubs extensively using the grounds, as determined by the Board, shall sign the following Advertising Disclaimer, Hold Harmless Agreement, and Rental Agreement annually.

Legal Reference: § 20-7-703, MCA Trustees' policies for adult education

Policy History:

Adopted on: January 19, 2012

Revised:

Hall Elementary School District #8

Advertising Disclaimer

Authorization for use of school facilities is not to be considered an endorsement of or approval of the activity, group or organization nor for the purposes represented.

All users are required to attach the following disclaimer on any and all advertising relating to the activity for which the facility is to be used. This requirement is to ensure there will be no implied or inferred sponsorship or endorsement by the Board of the purpose or activity for which the facility is to be used.

“Hall Elementary School District #8 does not endorse this activity, nor is it a sponsor.”

I agree to attach the above disclaimer on any and all advertising relating to the activity for which the facility is to be used.

Signature _____ Group/ Organization _____

Date(s) of Rental Agreement: _____

Hall Elementary School District #8

Hold Harmless Agreement

There shall be no liability assumed on the part of Hall Elementary School District #8, Granite County, Montana, or its Trustees or agents, either officially or personally to the user for any damage occurring from the use of the District facilities. The following named group/ organization shall be fully responsible to pay for any and all damages to property owned by Hall Elementary School District #8, Granite County, Montana, or its trustees or agents, which results from any act or omission of the named group/ organization. Group/ organization agrees to defend, indemnify and hold harmless the Hall Elementary School District #8, Granite County, Montana, its trustees or agents from any damages or charges resulting from the named group/ organization's use of the property. The group/ organization's liability shall include all losses, costs, damages and expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons or physical property, including the named group/ organization, its agents, participants, employees and business invitees which arise from or out of the named group/ organization's occupancy and use of the premises or any part thereof.

Name (please print): _____

Signature: _____

Title: _____

Group/ Organization: _____

Date: _____

Date(s) of rental agreement: _____

Rental Agreement for Hall Elementary School District #8

The facilities of Hall Elementary School District #8 may be used by nonschool groups provided that their activities are of a civic or educational nature. The Board has developed the following procedures for use of the school facilities:

- For rental rates we ask your club to give a donation to the Hall Elementary School Building Fund to cover the cost of electricity and any extra cleaning that may result from use.
- No alcoholic beverages or tobacco use permitted on school property.
- Each group must name a person responsible for the rental agreement and sign below verifying they have read these procedures.
- District-sponsored activities, including curricular and extra/co-curricular functions, retain first priority in use of facilities.
- All activities, including practices and rehearsals, must be adequately supervised at all times.
- Children and adults are to confine themselves to the designated rented areas and not access other areas of the building.
- Prior to use of the school facilities and by written request of the board, the group or organization may be asked to provide a certificate of general liability insurance with Hall Elementary School District #8 named as insured in the amount of \$1,000,000.00.
- There shall be no liability assumed on the part of Hall Elementary School District #8, Granite County, Montana, or its Trustees or agents, either officially or personally to the user for any damage occurring from the use of the District facilities.
- All users must sign the attached waiver holding the District, its trustees and agents free and harmless from all claims or liability for damages.
- The Board will ensure equal access to all groups of the same class and requires all activities to be open to all who may wish to participate.
- Requests to use the school shall be made to the Hall Elementary School Board and the Supervising Teacher so that nonschool use will not conflict with school use.
- Authorization for use of school facilities is not to be considered an endorsement of or approval of the activity, group or organization nor for the purposes represented.
- All users are required to sign the attached disclaimer for any and all advertising relating to the activity for which the facility is to be used. This requirement is to ensure there will be no implied or inferred sponsorship or endorsement by the Board of the purpose or activity for which the facility is to be used.

I have read the above procedures and will serve as the responsible person for this lease agreement.

Designated Rented Area _____

Printed Name _____

Signature _____

Group/ Organization _____

Date(s) of Rental Agreement: _____

Conduct on School Property

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

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

"School property" means within school buildings, in vehicles used for school purposes, or on owned or leased school grounds. As circumstances warrant, the Supervising Teacher (most senior administrator) will take appropriate action.

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

Policy History:

Adopted on: January 19, 2012

Revised on:

Community Schools Program

As a method of extending educational opportunities to the entire community through a fuller utilization of school facilities, a community schools program may be established to provide adult education, adult basic education and public recreation. The program shall be financed by federal, state and local funds available for this purpose. The use of school facilities for these purposes shall be secondary.

Legal Reference: §20-7-700, et seq., MCA Adult Education
 §20-7-800, et seq., MCA Public Recreation

Policy History:

Adopted on: January 19, 2012

Revised on:

Public Access to District Records

Mindful of the right of individuals to privacy and of the desirability of efficient administration of the District, full access to information concerning the administration and operations of the District shall be afforded to the public. Public access to District records shall be afforded according to appropriate administrative procedures.

"School District records" include any writing, printing, copying, photographing, etc., that has been made or received by the school, 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. "School District records" do not include the personal notes and memoranda of staff that remain in the sole possession of the maker and which are not generally accessible or revealed to other persons.

The Clerk shall serve as "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, he/she shall authorize the inspection and copying of the District's records only in accordance with the criteria set forth in this policy.

In accordance with Title 2, Chapter 4, MCA, the District shall make available for public inspection and copying all District records, or portions, except those that contain the following information:

1. Personal information from any file maintained for students. Information from student records shall be disclosed only in accordance with the 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 shall disclosure be denied for more than three years after the appraisal;
5. Preliminary drafts, notes, recommendations and intra-District memoranda in which opinions are expressed or policies formulated or recommended except that a specific record shall not be exempt when publicly cited by the District in connection with any District action;
6. Records that are relevant to a controversy to which the District is a party but which records would not be available to another party under the rules of pre-trial discovery for cases pending resolution;
7. Records or portions of records, the disclosure of which would violate personal rights of privacy; and
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 shall provide the requesting party with reasons for the 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 a written explanation for the deletion. The District shall not provide access to lists of individuals for a requesting party that intends to use the lists for commercial purposes or which the District reasonably believes shall be used for commercial purposes if such access is provided.

The Clerk is authorized to seek an injunction to prevent the disclosure of records otherwise available when he/she determines that there is a reasonable cause to believe that the disclosure would clearly not be in the public interest and would substantially and irreparably damage any person or would substantially or irreparably damage vital governmental functions.

Legal Reference:	§Title 2, Chapter 6, MCA §2-6-109, MCA	School districts Prohibition in distribution or sale of mailing lists – penalty
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Policy History:
 Adopted on: January 19, 2012
 Revised on:

Relations with the Law Enforcement and Child Protective Agencies

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

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

Cross Reference: 3421 Child Abuse and Neglect
 4314 Disruption of School Operations

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

Policy History:

Adopted on: January 19, 2012

Revised on:

Relations with Law Enforcement Agencies

1. A law enforcement officer shall contact the Supervising Teacher upon entering a school building.
2. An officer may request and be granted such student information as address, telephone number, parents' names, date of birth and attendance information. Information contained in the student's cumulative folder and any supplementary records shall be available for inspection in compliance with a judicial order, or pursuant to any lawfully issued subpoena, upon condition that parents and students are notified of all such orders or subpoenas in advance of compliance. The District may release records to law enforcement officers without a subpoena provided that a written release is received from the parent in advance of releasing the information.
3. It shall be the policy of the District to notify parents of a student prior to any interview/interrogation by law enforcement. If, upon initial contact by a law enforcement agency, the Supervising Teacher is directed by the agency not to attempt to notify the student's parent or obtain the parent's attendance during any interview or interrogation, the Supervising Teacher shall immediately prepare a written statement that the District has been directed to make the student available for interview or interrogation without notice to the parent, and should request that the investigating officer sign the statement. If the officer refuses, the Supervising Teacher shall record the time, date, the officer's name, title and badge number and that the officer refused to sign the statement.
4. If a student is under legal age, the school shall require signed, written parental notification before allowing any interrogation to take place unless law enforcement presents a signed written statement to the district indicating that parental notification is not advisable.
5. An officer not in "hot pursuit" is required to have a warrant in order for the school to release the student into law enforcement custody. Prior to a student being taken into custody by a law enforcement officer, the school will notify the parent or guardian.

Relations with Child Protective Agencies

1. Social services workers shall contact the Supervising Teacher upon entering a school building.
2. A social worker may request and be granted such information as address, telephone number, parents' names, date of birth and attendance information. Information contained in the student's cumulative folder and any supplementary records shall be available for inspection on evidence that a student is a ward of the state or with a court order stating that the student is the subject of an investigation involving child abuse or neglect and that the social worker has access to student records.
3. While the District encourages interviews of a student to take place off school premises, the Supervising Teacher or Principal shall permit a social worker to conduct any questioning when child abuse or neglect is involved. The Supervising Teacher and school staff shall cooperate fully during such investigations. Interviews shall be conducted in the presence of a professional staff member unless specifically requested otherwise by the social worker.
4. A social worker is required to have a warrant in order for the school to release custody of a student unless the custody by the social worker is deemed necessary for the emergency protection of the child (' 41-3-301, MCA). In the event a student is taken into custody, the school shall inform the social worker of his/her obligation to notify the parent or guardian.

Legal Reference: 41-3-101 et. seq., MCA Child Abuse and Neglect

Procedural History:

Promulgated on: January 19, 2012

Revised on:

Cooperative Programs

Independent Schools

The District shall cooperate with home, private and parochial schools, including day care agencies, both in federally assisted programs and other aspects of District operations in ways that are required by law. The primary obligation of the District shall be to its students, and such cooperation shall not interfere with or diminish the quality of services offered to its students.

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 County 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 Inter-local Cooperation Act, with assurances that all parties to the agreement have the legal authority to engage in the activities contemplated by the agreement.

Cooperative Programs with Business and the Business Community

The Board believes that cooperation and support between the District and the business community is mutually beneficial. In addition, the school system has a major role in the economic life of the business community. Therefore the District will consider to:

1. strive to achieve and maintain a philosophy of partnership with the local business community;
2. seek to promote cooperative projects that will be beneficial to the education of young people in the District;
3. strive to recognize contributions from the business community;
4. join and participate in those major organizations representing the business community and identified as appropriate for District membership by the County Superintendent;
5. evaluate business requests/proposals on an individual basis.

Legal Reference:	§20-7-451through456,MCA §20-7-800, et seq., MCA §7-11-100, et seq., MCA	Authorization to create full service special education cooperative Public recreation Inter-local Agreements
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Policy History:

Adopted on: January 19, 2012

Revised on:

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Appendix E

Code of Ethics for Montana Teachers

Accommodating Individuals With Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities on an equal basis to those without disabilities and will not be subject to illegal discrimination. The District will provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

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

1. Oversee the District's compliance efforts, recommend necessary modifications to the Board, and maintain the District's final Title II self-evaluation document and keep it available for public inspection.
2. Institute plans to make information regarding Title II protection available to any interested party.

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

Cross Reference: 5240P Uniform Grievance Procedure

Legal Reference: Americans with Disabilities Act, 42 U.S.C. " 1211 et seq. and 12131 et seq; 28 C.F.R. Part 35

Policy History:

Adopted on: September 19, 2013

Revised on:

Equal Employment Opportunity and Non-Discrimination

The District shall provide equal employment opportunities to all persons, regardless of their race, color, creed, religion, national origin, sex, age, ancestry, marital status, military status, citizenship status, use of lawful products while not at work, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodations, and other legally protected categories.

The District will make reasonable accommodations for an individual with a disability known to the District, if the individual is otherwise qualified for the position, unless the accommodations will impose undue hardship upon the District.

Inquiries regarding discrimination should be directed to the Board of Trustees. Specific written complaints should be directed to the County Superintendent. There is recourse external to the organization such as the Montana Human Rights Commission or the Office of Civil Rights.

Cross Reference: 5240P Uniform Grievance Procedure

Legal Reference: Age Discrimination in Employment Act, 29 U.S.C. " 621 et.seq.
 Americans with Disabilities Act, Title I, 42 U.S. C. ' 12111, et.seq.
 Act of Equal Pay Act, 29 U.S.C. ' 206(d)
 Montana Constitution, Article X, Section 1
 Immigration Reform and Control Act, 8 U.S.C. ' 1324 (a), et.seq.
 Rehabilitation Act of 1973, 29 U.S.C. " 791, et.seq.
 Title VII of Civil Rights Act, 42 U.S.C. " 2000(e), et. seq., 29 C.F.R., Part 1601
 Title IX of the Education Amendments, 20 U.S.C. " 1681, et.seq., 34 C.F.R., Part 106
 §' 49-2-101, et. al., MCA Human Rights Act
 § 49-3-102, MCA Freedom from Discrimination
 § 49-3-201, MCA Employment of State and
 Local Government Personnel
 §' 49-3-205, MCA Governmental Services
 § 39-3-104, MCA Equal Pay for Women for Equivalent Service

Policy History:

Adopted on: September 19, 2013

Revised on:

Sexual Harassment/Sexual Intimidation in the Workplace

The District shall do everything in its power to provide employees an employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal law.

District employees shall not make sexual advances or request sexual favors or engage in any conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (3) Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms "intimidating", "hostile", or "offensive" include, but are not limited to, conduct which has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all of the circumstances.

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge.

Aggrieved persons, who feel comfortable doing so, should directly inform the person engaging in sexually harassing conduct or communication, that such conduct or communication is offensive and must stop.

Employees who believe they may have been sexually harassed or intimidated should contact the County Superintendent, who will assist them in filing a complaint. An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure.

Cross-Reference: Uniform Grievance Procedure, 3215

Legal Reference: Title VII of the Civil Rights Act, 42 U.S.C. " 2000(e), et seq., 29 C.F.R. 1604.11
Title IX of Education Amendments, 20 U.S.C. " 1681, et seq.
Montana Constitution, Art. X, ' 1
§ 49-2-101, MCA - Human Rights Act
Harris v. Fork Lift Systems, 114 S.Ct. 367 (1993)

Policy History:

Adopted on: September 19, 2013

Revised on:

Bullying/Harassment/Intimidation

The Board will strive to provide a positive and productive working environment. Bullying, harassment, or intimidation between employees or by third parties, are strictly prohibited and shall not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices (“cyberbullying”).

Definitions

“Third parties” include but are not limited to coaches, school volunteers, parents, school visitors, service contractors, or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.

“District” includes District facilities, District premises, and non-District property if the employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where the employee is engaged in District business.

“Harassment, intimidation, or bullying” means any act that substantially interferes with an employee’s opportunities or work performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or anywhere such conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or an interference with school purposes or an educational function, and that has the effect of:

Physically harming an employee or damaging an employee’s property;
Knowingly placing an employee in reasonable fear of physical harm to the employee or damage to the employee’s property; or
Creating a hostile working environment.

“Electronic communication device” means any mode of electronic communication, including but not limited to computers, cell phones, PDAs, or the internet.

Reporting

All complaints about behavior that may violate this policy shall be promptly investigated. Any employee or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. Complaints against the
5015

building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

Responsibilities

The District Administrator shall be responsible for ensuring that notice of this policy is provided to staff and third parties and for the development of administrative regulations, including reporting and investigative procedures, as needed.

Consequences

Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including termination of employment. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the District Administrator or the Board. Individuals may also be referred to law enforcement officials.

Retaliation and Reprisal

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Legal Reference: Admin. R. Mont. 10.55.701(3)(g)Board of Trustees
 Admin. R. Mont. 10.55.801(1)(d)School Climate

Policy History:

Adopted on: September 19, 2013

Reviewed on:

Revised on:

Hiring Procedures and Criteria

All staff members make important contributions to a successful education program. The District shall hire the best-qualified personnel, consistent with budget and staffing requirements, and shall comply with Board policy on equal employment opportunities. All applicants must complete a District application form in order to be considered for employment.

Each applicant must provide a written authorization for a criminal background investigation. The County Superintendent will keep a conviction record confidential as required by law and District policy. Each newly hired employee must complete an Immigration and Naturalization Service form, as required by federal law and provide results from finger printing.

Contracts, as required by law, for certified staff shall not exceed one year and shall be executed in duplicate by the Chair of the Board and the Clerk of the District, and by the teacher or specialist.

Vacancies

When the District determines that a vacancy exists, that vacancy must be posted in the school building. Vacancies must be advertised in-District only or they may be advertised in-District and through Career Services at a college or university, local public advertising and, where appropriate, if time permits, through a broader regional and/or national basis.

Certification

The district shall require that its contracted certificated staff hold a valid Montana Teacher Certificate endorsed for the role and responsibilities for which they are employed. Failure to meet this requirement shall be just cause for termination of employment. No salary warrants may be issued to the staff member unless a valid certificate for the role to which he/she has been assigned has been registered with the County Superintendent of Schools within 60 calendar days after the term of service begins.

All contracted teachers shall bring their current, valid certificates, at the time of each renewal of certification, as well as at the time of initial employment, to the County Superintendent.

Legal Reference:	§' 20-3-205(3), MCA §' 20-4-201, MCA §' 20-4-202, MCA §' 20-4-205(2), MCA § 20-4-206(2), MCA 10.55.302, ARM	Powers and Duties Employment of Teachers and Specialists by Contract Teacher & Specialist Certification Registration Notification of Tenure Teacher Reelection Notification of Non-tenure Teacher Reelection Certificates
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Policy History:

Adopted on: September 19, 2013

Revised on:

Criminal Background Investigations

It is the policy of the Board that all employees hired who care for or supervise students; or have access to students in schools will submit to a background investigation conducted by the appropriate law enforcement agency. The Board is charged with the responsibility for carrying out the intent of this policy. Since all Montana licensed educators are required to have a background check as a condition of receiving their licenses, this policy does not require a further background check of those professionals.

The following applicants for employment, as a condition for employment, will authorize in writing, a background investigation to determine if he or she has been convicted of certain criminal or drug offenses:

- * an educational support personnel employee seeking full-time employment within the district;
- * an educational support personnel employee seeking concurrent part-time employment positions with one or more school districts;
- * an employee of a person or firm holding a contract with more than one school district and the employee is assigned to more than one school district;
- * a volunteer assigned within the district who has access to students.

An applicant must be of good character. If he/she has any prior record of arrest or conviction by any local, state, or federal law enforcement agency for an offense other than a minor traffic violation, the Board must be notified of the arrest or conviction, and the Board and his/her supervisors will review the facts and decide whether the applicant shall be declared eligible for appointment.

A record of conviction resulting from the background check will be held as confidential and shared only with the Board, the County Superintendent, the Superintendent of Public Instruction, the State Board of Public Education, or any other person necessary to the hiring decision.

A copy of the record of convictions obtained from the Department of Justice will be provided to the applicant.

Legal Reference:	§ 10-57-201, MCA	Criminal history background check
	§' 44-5-301, MCA	Dissemination of public criminal justice information
	§ 44-5-302, MCA	Dissemination of criminal history record information that is not public criminal justice information
	§ 44-5-303, MCA	Dissemination of confidential criminal justice information

Policy History:

Adopted on: September 19, 2013

Revised on:

AUTHORIZATION TO RELEASE INFORMATION

TO WHOM IT MAY CONCERN:

I, _____, am seeking employment or volunteer status with the Hall School District. I acknowledge that a complete investigation into my background is necessary to protect the safety and welfare of the children in the Hall School District. I hereby expressly and voluntarily give the Hall School District the right to make a thorough investigation of my past employment, education, and activities. I specifically authorize the release of any and all information of a confidential or privileged nature, **including confidential criminal justice information as defined in Section 44-5-103(3), MCA**, to the staff of the Hall School District and its agents. I understand that the Hall School District reserves the right to use any lawful method of investigation that, in its sole discretion, it deems reasonable and necessary.

I hereby release the Hall School District and any organization, company, institution, or person furnishing information to the District and its agents as expressly authorized above, from any liability for damage which may result from any dissemination of the information requested, subject to the provisions of Title 44, Chapter 5, Part 3, MCA.

This document is effective until revoked in writing by me.

SIGNATURE_____
DATE

Print Full Name: _____

Print Full Address: _____

City: _____ State: _____ Zip: _____

Birth Date: _____ Social Security Number: _____

VOLUNTEER AGREEMENT FORM
COACH/HELPER/AIDE/CHAPERONE

I, _____ (the Volunteer) hereby agree to serve Hall Elementary School District #8 on a volunteer basis as a _____.

Please initial next to each statement:

_____ The Volunteer understands any volunteer services will not be compensated now or in the future.

_____ The Volunteer has been informed and understands that volunteer services rendered do not create an employee-employer relationship between the Volunteer and the District for the position stated above.

_____ The Volunteer understands that the District may not carry worker's compensation insurance and does not carry medical insurance for a person serving as a volunteer in the position stated above.

_____ The Volunteer understands that the mutually established schedule of services for the position stated above carries no obligation for either party and maybe adjusted at any time.

_____ The Volunteer understands that services as a volunteer may be terminated by either party at any time.

_____ The Volunteer understands that they are under the direction of the school district at all times during their service as a volunteer and must follow directives given by district employees.

_____ The Volunteer understands that they are to follow all laws, policies, and rules regarding student and employee confidentiality during their service as a volunteer.

_____ The Volunteer understands that they are to follow district policy as well as local, state, federal and other applicable law during their service as a volunteer.

_____ The Volunteer understands that they are under the direction of the school district at all times during their service as a volunteer.

_____ The Volunteer understands that they are not to use alcohol, tobacco or other drugs around students at anytime whether on school property or not.

_____ The Volunteer understands that they are not to encourage students to violate district policy. The Volunteer further understands that if they observe a student violating district policy they are to report the behavior to the supervising district employee immediately.

_____ The Volunteer understands that any violation of this agreement, district policy or any local, state, federal or other applicable law can result in permanent termination of volunteer privileges and possible legal action.

_____ The Volunteer is 18 years of age or older.

_____ The Volunteer understands that his authorization only applies to the ____/____ school year.

_____ The Volunteer understands that if the position stated above involves regular unsupervised access to students in schools they shall submit to a name-based and fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to consideration of this agreement.

DISTRICT REPRESENTATIVE

DATE

VOLUNTEER SIGNATURE

DATE

Classified Personnel - Definition of

The term "classified personnel" is defined for the purpose of this Board policy as those employees of the Public School whose positions of employment do not require professional certification under the provisions of Montana School Law. Classified positions of employment shall include but are not limited to secretaries, bus drivers, bookkeepers, classroom instructional/library aides, custodians (other than those with stationary engineer's license) and any position that does not require certification or licensure under Montana School Law, and which is otherwise non-exempt under the Fair Labor Standards Act. When an employee is retained in both a classified and certified position during the course of a year, the provisions of the classified personnel policies shall apply to the employee's performance of duties in the classified employee's position.

All employees retained in a classified position (classified employee), shall be defined as "classified personnel" for the purpose of these Board policies.

The Board of Trustees will assure that "Classified" policy will provide for an impartial treatment of all employees, consistent with good personnel practices. All rules and regulations, Board policies and administrative procedures shall be available to employees in the school.

Classified personnel will be categorized on the basis of the conditions of the employment agreement. These categories are:

1. Full time/full year: 40 hours per week/52 weeks per year.
2. Full-time/part year: 40 hours per week but less than twelve months.
3. Part time: Normally works less than full time as defined by Montana law.
4. Temporary (as needed): Employed on any basis but duration of employment is indefinite. Generally paid on an hourly rate basis; being "on-call."
5. Seasonal, short term and temporary: As needed as defined by law.

The board will set a beginning and ending date in each classified contract.

A job or position description shall be developed for all ongoing regular positions filled by a classified employee.

Classified Employment and Assignment

Each permanent classified employee shall receive a letter of initial notification of employment signed by the Chair of the Board of Trustees and thereafter shall receive a Change of Status Form for any substantial and significant changes in employment conditions affecting the employee's hours, assignment, or wages.

The employment of classified staff shall be on an at-will basis commencing from the first day of work.

Legal Reference: § ' 2-18-101, 601,MCA Definition of employees
 § ' 39-2-503, MCA Termination at will
Bowden v. The Anaconda Co. 38 St. Rep. 1974 (D.C. Mont. 1981).
Scott v. Eagle Watch Inv., Inc., 251 Mont. 191, 828 P2d 1346 (1991)
Prout v. Sears, Roebuck & Co., 236 Mont. 152, 722 P2d 288 (1989).

Policy History:

Adopted on: September 19, 2013

Revised on:

Placement of Substitute Teachers

All teachers shall use the following procedures with regard to normal temporary replacement of certified teachers:

- A. Placement of substitute teachers shall be approved by the Supervising Teacher.
- B. Any teacher who becomes ill or who must be absent for some other reason shall request a substitute, from the Supervising Teacher, as soon as possible.
- C. At the August regular scheduled board meeting of each year, the board will approve the substitute list for the year.
- D. Should a teacher have declared his/her intent to return to duties after an absence but subsequently finds that there is a reoccurrence of the illness or a deteriorating condition which requires continued absence, it shall be the teacher's responsibility to re-call the Supervising Teacher and re-request a substitute.
- E. Except when notified to the contrary, each substitute teacher shall be released from duty at the close of the school day on Friday or on the last school day before the start of any vacation.
- F. In the event that the returning teacher has failed to notify the school of his/her intent to return to duty the next day, and the substitute and the teacher both appear for duty on the ensuing day, the regular teacher will be expected to perform the classroom duties but the substitute shall be compensated for one-half (1/2) day.

The teacher shall also leave written instructions for the substitute, clearly outlining daily activities and any books or papers to be utilized. In return, the substitute will leave written comments or suggestions for the teacher.

The Board has clearly established a daily rate of pay for substitute teachers. No fringe benefits are given substitutes. The hours for a substitute shall be the same as the regular school day. A substitute shall report to the Supervising Teacher, upon arrival, for special instructions.

Policy History:

Adopted on: September 19, 2013

Revised on:

Job-Sharing Staff Members

A job-sharing assignment is the sharing of one full-time or nearly full-time regular position between two persons. The Board of Trustees will determine those positions and persons where job-sharing would best meet the needs of the District.

The District reserves the right to:

1. Determine the number, if any, of job-sharing positions within the District;
2. Require job-sharers to attend staff meetings, professional development, inservice and other meetings as expected of their non-job-sharing colleagues;
3. Abolish any job-sharing position at any time;
4. Change a job-sharing position to a non-job-sharing position at the sole discretion of the District;
5. Deny any staff member's request to change a job-sharing position to a non-job-sharing position or vice versa.
6. Require job-sharing staff members to work full-time in the event of the termination or resignation of one of the job-sharing staff members or until such time as such staff member can be replaced according to the District's satisfaction and sole discretion.
7. Require one job-sharer to assume leadership and administrative responsibility for the position to insure that the rules, functions and responsibilities of the position are fulfilled.

Those contingencies that may arise during the course of employment such as, but not limited to, the absence or resignation of one of the job-sharers, the computation of employment benefits, and the responsibilities to participate in staff meetings and on committees shall be discussed with and set forth in writing for the benefit of the employees job-sharing and the Board. The purpose of such a statement is to resolve potential conflicts in an equitable fashion before they arise.

Policy History:

Adopted on: September 19, 2013

Revised on:

Work Day

Length of Workday - Certified

The length of a normal workday for a certified employee shall be 7 1/2 hours for a full-time certified employee. Arrival time shall generally be one-half hour before classes begin.

Length of Workday - Classified

The length of a classified workday is governed by the number of hours for which the employee is assigned. The workday is exclusive of lunch but inclusive of breaks unless otherwise and specifically provided for by the individual contract. The appropriate supervisor will establish each employee's schedule.

Breaks

A daily morning and afternoon rest period of fifteen (15) minutes shall usually be available to all full-time, classified employees. Hourly personnel may take one fifteen (15) minute rest period for each four (4) hours that are worked in a day.

Breaks will normally be taken approximately in mid-morning and mid-afternoon and should be scheduled in accordance with the flow of work and with the approval of the employee's supervisor.

Legal Reference:	29 USC 201 to 219 29 CFR 516, et seq. § 39-4-107, MCA § 39-3-405, MCA 10.55.209, ARM 10.65.103(2), ARM 24.16.102, et seq., ARM	Fair Labor Standards Act of 1985 FLSA Regulations State and Municipal Governments, School Districts Overtime Compensation Standard School Day Program of Approved Pupil Instruction-Related Days Wages and hours
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Policy History:

Adopted on: September 19, 2013

Revised on:

Evaluation

Certified Staff

The Board of Trustees with the assistance of the County Superintendent shall develop evaluation procedures for teachers. All new teachers shall be observed at least three times and evaluated twice in their first year. All non-tenured teachers shall be observed twice and evaluated at least once each school year. All tenured teachers shall be evaluated at least once every three years.

(Option to first sentence:

Teachers will set professional goals for themselves and make these goals known to the County Superintendent, the Board, Supervising Teacher, and Business Manager. Efforts toward attaining these goals are a part of teacher performance evaluations. The goals will include: (1) three professional goals; (2) one personal goal related to school; and (3) one goal related to the previous year's achievement scores.)

Classified Staff

Each classified employee shall be evaluated as needed, but no less than once every three years.

Policy History:

Adopted on: September 19, 2013

Revised on:

Personal Conduct

Employees are expected to maintain high standards of honesty, integrity and impartiality in the conduct of District business.

In accordance with state law, an employee should not dispense or utilize any information gained from employment with the District, accept gifts or benefits, or participate in business enterprises or employment which creates a conflict of interest with the faithful and impartial discharge of his or her District duties. A District employee may, prior to acting in a manner which may impinge on his/her fiduciary duty, disclose the nature of his/her private interest which creates a conflict. Care should be taken to avoid using, or avoid the appearance of using, official positions and confidential information for personal advantage or gain.

Further, employees must hold confidential all information deemed to be not for public consumption as determined by state law and board policy. Employees shall also respect the confidentiality of people served in the course of the employee's duties and use information gained in a responsible manner. Discretion must be employed even within the school system's own network of communication.

Employees shall be courteous, considerate and prompt in dealing with and serving the students, parents and the public.

Administration and supervisors may set forth specific rules and regulations governing employee's conduct on the job within a particular building.

Cellular Telephone Policy – Except in the case of an actual emergency, teachers and other staff assigned to a classroom or who otherwise supervise students during working time are prohibited from using cellular telephones during working time. This includes, but is not limited to, talking on the cellular phone, texting, using the Internet, checking email, playing games and/ or listening to music. In addition, the cellular phone must be in a silent or vibrate mode at all times during working hours. In the case of an actual emergency, the teacher or other staff member shall, if possible, request that another appropriate individual take over supervision of the students while the teacher or other staff member is using the telephone. All employees are free to use their cellular telephones in a non-disruptive manner during their break and lunch periods. Hall School District 8 will not be liable for lost or stolen personal cell phones brought into the workplace.

See Appendix E - Code of Ethics for Teachers

Policy History:

Adopted on: September 19, 2013

Revised on: June 27, 2016

Tobacco-Free and Drug-Free Workplace

Tobacco Free

The District maintains tobacco-free buildings and grounds. Use of tobacco will not be allowed in any buildings or grounds, nor will employees be allowed to use tobacco while on duty. New employees of the District will be hired with the understanding they will be directed not to use tobacco in school buildings or grounds. Limitations or prohibitions on tobacco use are applicable to all hours.

Drug and Alcohol Free

All District workplaces are drug- and alcohol-free workplaces. All employees are prohibited from:

- Unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance while on District premises or while performing work for the District.
- Distribution, consumption, use, possession, or being under the influence of alcohol while on District premises or while performing work for the District.

For purposes of this policy, a controlled substance is one that is:

- not legally obtainable;
- ■being used in a manner different than prescribed;
- ■legally obtainable, but has not been legally obtained; or
- ■referenced in federal or state controlled substance acts.

As a condition of employment, each employee shall:

- abide by the terms of the District policy respecting a drug- and alcohol-free workplace; and
- ■notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than five (5) days after such a conviction.

In order to make employees aware of dangers of drug and alcohol abuse, the District will endeavor to:

- provide each employee with a copy of the District Drug- and Alcohol-Free Workplace policy;
- post notice of the District Drug- and Alcohol-Free Workplace policy in a place where other information for employees is posted;
- enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees; and
- inform employees of available drug and alcohol counseling, rehabilitation, re-entry and any employee assistance programs. (Reference: Policy #5257)

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a state contract or grant of \$5,000 or more, the Board of Trustees shall notify the appropriate state or federal agency from which the District receives contract or grant monies of the employees conviction with 10 days after receiving notice of the conviction.

Policy History:

Adopted on: September 19, 2013

Revised on:

Staff Health and Communicable Diseases

Through its overall safety program and various policies pertaining to school personnel, the Board shall promote the safety of employees during working hours and assist them in the maintenance of good health. It shall encourage all its employees to maintain optimum health through the practice of good health habits.

Under the circumstances defined below, the Board may require physical examinations of its employees. The District shall pay for all such physical examinations. Results of such physical examinations shall be maintained in separate medical files and not in the employee's personnel file and may be released only as permitted by law.

Physical Examinations

If the work is of a physically demanding nature, subsequent to a conditional offer of employment and prior to a commencement of work, the District may require an applicant to have a medical examination and to meet any other health requirements that may be imposed by the state. The District may condition an offer of employment on the results of such examination if all entering employees in the applicable job category are subject to such examination. If approved by personnel services, a 30-day grace period beginning from the date of employment may be allowed for the employee to obtain the required medical examination.

All bus drivers, including full-time, regular part-time or temporary part-time drivers are required by state law to have a satisfactory medical examination prior to employment.

Communicable Diseases

If a staff person has a communicable disease and has knowledge that a person with compromised or suppressed immunity attends the school, the staff person must notify the school nurse or other responsible person designated by the Board that they have a communicable disease which could be life threatening to an immune compromised person. The school nurse or other responsible person designated by the Board must determine, after consultation with and on the advice of public health, if the immune compromised person needs appropriate accommodation to protect their health and safety.

An employee with a communicable disease shall not report to work during the period of time in which she/he is contagious/infectious. An employee afflicted with a communicable disease capable of being readily transmitted in the school setting (e.g., airborne transmission of tuberculosis) shall be encouraged to report the existence of the illness in case there are precautions that must be taken to protect the health of others. The district reserves the right to require a statement from the employee's primary care provider prior to the employee's return to work.

Confidentiality

In all instances, District personnel shall respect the individual's right to privacy and treat any medical diagnosis as confidential information. Any information obtained regarding the medical condition or history of any employee shall be collected and maintained on separate forms and in separate medical files and be treated as confidential (i.e., those persons with a direct responsibility for the care of or for determining work place accommodation for the staff person will be provided with necessary medical information).

Supervisors may be informed of the necessary restrictions on the work or duties of the employee and necessary accommodations. First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment.

Legal Reference: 29 U.S.C. 794, Section 504 of the Rehabilitation Act
 29 CFR, Section 1630.14(c)(1)(2)(3)
 41 U.S.C. 12101 et seq., Americans with Disabilities Act
 Title 49, Chapter 4, MCA, Rights of the Handicapped
 Title 49, Chapter 2, MCA, Illegal Discrimination
 § 20-10-103(4), MCA
 24.9.1401, et seq, ARM
 16.28.101, et seq, ARM

Policy History:

Adopted on: September 19, 2013

Revised on:

Prevention of Disease Transmission

All District personnel shall be advised of routine procedures to follow in handling body fluids. These procedures shall provide simple and effective precautions against transmission of diseases to persons exposed to the blood or body fluids of another. These procedures shall be standard health and safety practices. No distinction shall be made between body fluids from individuals with a known disease or infection and from individuals without symptoms or with an undiagnosed disease.

The Board of Trustees shall develop, in consultation with public health and medical personnel, procedures to be followed by all staff. The procedures shall be distributed to all staff and training on the procedures shall occur on a regular basis. Training and appropriate supplies shall be available to all personnel, including those involved in transportation and custodial services.

In addition to insuring that these health and safety procedures are carried out on a District-wide basis, special emphasis shall be placed on those areas of school district operation that present a greater need for these precautions.

Policy History:

Adopted on: September 19, 2013

Revised on:

Personnel Records

The District maintains a complete personnel record for every current employee and former employee. An employee will be given access to his or her personnel records, according to the guidelines developed by the Board. Members of the Board, when authorized through Board action, may have access to cumulative personnel files. Counsel retained by the Board or the employee shall also have access to cumulative personnel file, when specifically authorized by the Board.

Payroll and Employee Benefit Plans

The public shall, upon request and with approval of the County Superintendent, have access to payroll records and benefit plans for any or all employees of the district.

How an individual chooses to allocate compensation shall be a private concern.

Employee Job Applications, Qualifications and Status Information

The names of applicants for advertised vacancies may be released to the public upon request unless an applicant requests otherwise at the time of submitting an application. Statistical information that would normally be released to governmental agencies monitoring compliance will be made available upon request.

Regarding employee records or specific job applications, qualifications and status, the following information shall be privileged (not made public):

1. Past and present performance evaluations, employer criticism and observations
2. Military record
3. Health and medical status
4. I.Q. scores and performance tests
5. Convictions and/or prison records
6. Disabilities (including chemical dependency problems)
7. Family status or problems
8. Discussion of other employees which occur during a performance evaluation
9. Information compiled to explain absence from work or poor work performance
10. Other information most individuals would not willingly disclose publicly

Personnel Files

The Clerk shall maintain cumulative personnel files (employee records). Access to personnel files shall be limited to the Board, and the County Superintendent, to the Board's legal counsel, and to the employee, the employee's signed designee, or the employee's legal counsel. A record by name and date of any party reviewing a file shall be maintained in that file, and those who have access to the files shall be required to maintain the confidentiality of the files and their contents.

An employee shall have the right, with prior arrangement, during normal business hours, to review the contents of his/her personnel file in the presence of the Clerk or other authorized staff member.

Processed grievances shall not be a part of an employee's personnel file, but shall be kept apart from the personnel file.

Legal Reference: 10.55.701, ARM Board of Trustees

Policy History:

Adopted on: September 19, 2013

Revised on:

Resolution of Staff Complaints

As circumstances allow, the District will attempt to provide the best working conditions for its employees. Part of this commitment is encouraging an open atmosphere in which any problem, complaint, suggestion, or question is answered quickly and accurately by supervisors or the Board.

To fulfill this commitment, the following policy has been established:

- The District will endeavor to promote fair and honest treatment of all employees. All employees are expected to treat each other with mutual respect.
- Each employee has the right to express his or her views concerning policies or practices to the Board in a business-like manner, without fear of retaliation. Employees are encouraged to offer positive and constructive criticism.
- Each employee is expected to follow established rules of conduct, policies, and practices. Should an employee disagree with a policy or practice, the employee can express his or her disagreement.
- No employee shall be penalized, formally or informally, for voicing a disagreement with the District in a reasonable, business-like manner.

Policy History:

Adopted on: September 19, 2013

Revised on:

Uniform Grievance Procedure

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

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

Level 1: Informal: An individual with a complaint is encouraged to first discuss it with the teacher, or staff member involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be discussed with the County Superintendent.

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

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

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

Level 3: The Board: If either party is not satisfied with the decision of the County Superintendent, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within fifteen (15) days of receiving the County Superintendent's decision. The Board is the policy-making body of the school, however, and appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the County Superintendent to the Board bears the burden of proving a failure to follow Board policy.

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

Level 4: County Superintendent: If the case falls within the jurisdiction of the County Superintendent of Schools, the decision of the Board may be appealed to the County Superintendent, who shall appoint an impartial County Superintendent, by filing a written appeal within thirty (30) days after the final decision of the Board, pursuant to the Rules of School Controversy.

Procedure History:

Promulgated on: September 19, 2013

Revised on:

Non-Renewal of Employment/Dismissal From Employment

The non-renewal, termination or dismissal of certificated and classified staff shall be determined by the Board after receiving the recommendation of the County Superintendent or, in the case of classified employees, the Supervising Teacher or other appropriate individual in conformity with state statutes and applicable district policy.

Resignations

Certified personnel will generally be expected to fulfill the terms of their contract unless (1) there are clearly compelling, mitigating circumstances which prevent the certified individual from doing so; and (2) until such time as the Board through public action releases the certified individual from the terms of his/her contract.

Classified employees (i.e. non-certified employees) are expected to give due written notice that will permit the district to conduct a search for a suitable replacement. Generally speaking, the Board of Trustees expects a two-week notice.

All resignations should be in writing. The immediate supervisor shall be informed in writing of the resignation and a copy of the resignation shall be delivered to the Board Chair.

Retirement Programs for Employees

All employees of the Hall School shall participate in the retirement programs under the Federal Social Security Act and may either participate in the Teachers' Retirement System or the Public Employees' Retirement System as designated in state retirement regulations.

Certified employees who intend to retire at the end of the current school year should notify the Board of Trustees in writing prior to March 1 of that year.

Those employees intending to retire who are not contractually obligated to complete the school year should notice the Board of Trustees as early as possible and no less than sixty (60) days prior to their retirement date.

The Board of Trustees directs the Clerk to develop procedures and will review them, by which contributions shall be determined for previously unclaimed prior service.

Legal Reference:	Title 19, Chapter 1, MCA	Social Security
	Title 19, Chapter 3, MCA	Public Employees' Retirement System
	Title 19, Chapter 20, MCA	Teachers' Retirement System
	§' 20-3-3244, MCA	Duties and powers of Trustees
	§' 20-4-204, MCA	Termination of tenure teacher services
	§ 20-4-206, MCA	Notification of non-tenure teacher reelection - acceptance - termination and statement of reasons.
	§ 20-4-207, MCA	Dismissal of teacher under contract

Policy History:

Adopted on: September 19, 2013

Revised on:

Disciplinary Action - Employees

District employees who fail to fulfill their job responsibilities or follow the reasonable directions of their supervisors or who conduct themselves on or off the job in ways that affect their effectiveness on the job or in other such ways that the law determines to be good cause shall be subject to discipline. Behavior, conduct or action which may institute disciplinary action or dismissal may include, but is not limited to, insubordination, fraud, theft, violation of District policies and other reasonable job-related grounds based on a failure to satisfactorily perform job duties, disruption of the District's operation, or other legitimate business reason.

Discipline shall be reasonably appropriate to the circumstance and shall include, but is not limited to, the supervisor's right to reprimand and to suspend with or without pay or impose other appropriate disciplinary sanctions. In accordance with Montana law, only the board of trustees may terminate or non-renew an employee.

Legal Reference:	§' 20-3-324, MCA	Powers and Duties
	§ 20-4-207, MCA	Dismissal of Teacher Under Contract
	§ 20-3-210, MCA	Controversy Appeals and Hearings
	§ 39-2-903, MCA	Definition of good cause

Policy History:

Adopted on: September 19, 2013

Revised on:

Reduction in Force

The Board has the exclusive authority to determine the appropriate number of certified employees. A reduction of certified employees may occur as a result of, but not be limited to, changes in the education program, staff realignment, changes in the size or nature of the student population, financial situation considerations, or other reasons deemed relevant by the Board.

The reduction in certified employees will be done through normal attrition if possible. If normal attrition does not meet the necessary reduction in force required, the Board may terminate certified employees.

It shall be the responsibility of the Supervising Teacher to make a recommendation for termination to the Board. The Supervising Teacher shall consider the following criteria in making the recommendations:

- Endorsements and educational preparation within the grade level and subject areas in which the employee is now performing;
- Relative skills, ability and demonstrated performance; and
- Number of continuous years of service to the School District. This will be considered only when the foregoing factors are relatively equal between certified employees.

Cross Reference: #5254 Non-renewal or Termination of Contract

Legal Reference: §' 20-4-206(4), MCA Notification of Non-tenure Teacher Reelection

Policy History:

Adopted on: September 19, 2013

Revised on:

Leaves

Sick Leave - Policy and Objectives

It is the policy of the Hall Elementary School to grant its classified employees sick leave benefits in accordance with Section 2-18-618, MCA. Teachers shall be granted sick leave in accordance with the provisions of their teaching contracts/Board policy.

Sick leave means a leave of absences with pay for a sickness suffered by an employee or his/her immediate family. Immediate family shall mean the employee's spouse and children residing in the employee's household.

Nothing in this policy guarantees approval of the granting of such leave in any instance. The District will judge each request in accordance with this policy and the governing contractual agreements.

The objectives of this policy are to establish functional uniform procedures for calculating and granting sick leave benefits in accordance with Section 2-18-618, MCA.

Further, it is an objective of this policy to assure compliance with the maternity leave requirements specified in the Civil Rights Act of 1964 and the Montana Maternity Leave Act. Sick leave will be available for pregnancy, miscarriage, childbirth, and recovery there from.

It is understood that seniority shall accumulate while a teacher or employee is utilizing accumulated sick leave credits. Seniority will not accumulate unless an employee is in a pay status.

Abuse of sick leave is cause for discipline up to and including termination/discharge.

Adoption Leave (Optional)

Up to twenty (20) days of Sick Leave may be granted upon request of an employee for the purpose of adoption, as is prescribed below:

1. Adoption leave shall be charged only to accumulated Sick Leave, and otherwise shall be a leave of absence without pay.
2. An employee shall have no more than a period of 42 calendar days from the time a newly adopted child enters his/her home in which to apply for adoption time; thereafter, the provision of this leave will not be available.
3. In the event that both parents are employees of the district, their combined total adoption leave shall not exceed twenty (20) working days.
4. Any request for adoption leave beyond twenty (20) working days shall be considered parental leave, and in every instance shall be leave without pay. Nothing contained within this policy binds the district to grant adoption or parental leave.

Civic Duties Leave (For Certified Only)

Employees can request pay for absences for Jury Duty or other appearances in court in response to a duly served subpoena, except where the employee is a litigant in the case. The pay for subpoena leave shall be the regular rate of pay for the employee, less any payment received from the court exclusive of reimbursement for travel, meals and lodging.

1. The employee requesting pay must file a copy of the subpoena with the clerk and inform the immediate supervisor prior to the absence. The employee shall keep the supervisor informed of the length of absence.
2. The employee must complete a "Request for Leave" form, prior to the leave if possible.

Personal Leave (For Certified Only)

The District may provide up to two (2) days of Personal Leave per year to each contracted, full-time certified employee. In the event of part time employees, two pro-rated days shall be provided.

One day shall be at regular salary, unless it extends a school vacation or holiday, and the additional day will result in a deduction in any event from the employee's salary at a rate equal to the current cost of a substitute subject to the following conditions:

1. Any extensions of vacations or holidays by use of contiguous working days, shall result in a deduction from the employee's salary at a rate equal to the current cost of a substitute. Should more than one personal leave day be used to extend a vacation or holiday, whether on either end or by use of contiguous working days, there shall be a deduction for both days.
2. In the case of emergencies generated in conjunction with a scheduled School District vacation or holiday precludes the return of a staff member, application for Personal Leave may be made on return. If granted, this day will result in a deduction from the employee's salary at a rate equal to the current cost of a substitute.
3. Personal Leave days will not be granted during the first two nor the last two days of any school semester, nor during any Pupil Instruction Related Day by teachers unless approved by the Board for compelling reasons.
4. Exceptions to this policy may be made during periods of emergency, such as when there is an inadequate supply of substitutes. The Board reserves the right to grant Personal Leave days upon petition for extraordinary or emergency reasons; the granting of Personal Leave in such instances will not constitute a precedent binding upon the District in its administration of Personal Leave policies.
5. Personal Leave is not cumulative.

Extended and/or General Leave Requests (Discretionary)

The Board of Trustees reserves final approval of all discretionary extended leave requests, whether with or without pay. This shall include those leaves under the Voluntary Career Development Plan, as well as discretionary leaves without pay.

All such leave requests must come before the Board for its approval.

Long-Term Illness/Temporary Disability/Maternity Leave

It is the policy of the Hall School to enable its employees to use sick leave for long-term illness or temporary disability, and upon the expiration of sick leave to grant eligible employees leave without pay if requested.

Medical certification of the long-term illness or temporary disability may be required at the Board's discretion.

Long-term illness or temporary disability shall be construed to include pregnancy, miscarriage, childbirth and recovery there from. Maternity leave includes only continuous absence immediately prior to delivery, absence for delivery, and absence for post-delivery recovery, or continuous absence immediately prior to and in the after-math of miscarriage or other pregnancy-related complications. Such leave shall not exceed six weeks unless prescribed by a physician.

Leave without pay arising out of any long-term illness or temporary disability, including pregnancy, miscarriage, childbirth and recovery there from shall commence only after sick leave has been exhausted. The duration of leaves, extensions, and other benefits for privileges such as health and long-term illness or temporary disability plans in the event of maternity leave, shall apply under the same conditions as other long-term illness or temporary disability leaves.

The Board of Trustees shall devise procedures within the intent of Title VII of the 1964 Civil Rights Act as amended in 1978 by the Pregnancy Discrimination Act, and within the scope of applicable law and court rulings in the state of Montana.

Cross Reference: #5328 Family Medical Leave Act

Legal Reference: 42 USC 2000e § 2-18-601(10), MCA § 2-18-618, MCA § 2-18-619, MCA § 49-2-311, MCA	Equal Employment Opportunities Definitions Sick Leave Jury Duty - Service as Witness' 49-2-310, MCA Reinstatement to job following pregnancy - related to leave of absence
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Policy History:

Adopted on: September 19, 2013

Revised on:

Family Medical Leave

Employees are eligible for benefits under the Family Medical Leave Act when the District has fifty (50) or more employees. The Hall School District has less than fifty (50) employees, and therefore employees are not eligible for FMLA benefits.

NOTE: This provision applies to school districts with fifty (50) or more employees. Those districts with less than fifty (50) employees must comply with notice and record retention but are not obligated to provide the leave as a benefit of any employee's employment. The FMLA poster may be obtained by going to the Montana Department of Labor website, highlight "Resources & Services" tab and click on "Required Postings".

Legal Reference: 29 CFR 825, 29 USC 2601, et seq. – The Family and Medical Leave Act of 1993
 §§2-18-601, et seq., MCA Leave Time
 §§49-2-301, et seq., MCA Prohibited Discriminatory Practices

Policy History:

Adopted on: September 19, 2013

Reviewed on:

Revised on:

Insurance Benefits for Employees

It is the policy of the Hall Elementary School that employees will be eligible for a health care stipend offered by the District and determined on a yearly basis as funds are available.

Legal Reference: § 2-18-702, MCA
§ 2-18-703, MCA

Group insurance for public employees and officers
Contributions

Policy History:

Adopted on: September 19, 2013
Revised on:

Workers' Compensation Benefits

All employees of the District are covered by Worker's Compensation benefits.

In the event of an industrial accident, an employee should:

1. Attend to first aid and/or medical treatment if emergency prevails;
2. Correct or report as needing correction the hazardous situation as soon as possible after the emergency is stabilized;
3. Report the injury or disabling condition (whether actual or possible) to the immediate supervisor within 48 hours on the Employers First Report of Occupational Injury or Disease; and
4. Call or visit the Clerk after medical treatment if needed to complete the necessary report of accident and injury, the Occupational Injury or Disease Form.

The Clerk shall notify the immediate supervisor of the report, and shall include the immediate supervisor in completing the report as required.

An employee who is injured in an industrial accident may be eligible for Worker's Compensation benefits. By law, use of sick leave must be coordinated with receipt of Worker's Compensation benefits on a case-by-case basis by contacting the Worker's Compensation Division, Department of Labor and Industry.

The District will not automatically and simply defer to a report of industrial accident. The District shall investigate, as it deems appropriate, to determine (1) whether continuing hazardous conditions exist that need to be eliminated, and (2) whether in fact an accident attributable to the District's working environment did occur as reported. The District may require the employee to authorize his/her physician to release pertinent medical information to the District's personnel office or to a physician of the District's choice should an actual claim be filed against the Worker's Compensation Division that could result in additional fees levied against the District.

An employee who elects to receive Worker's Compensation benefits shall, upon commencement of the benefits, be considered in a Leave Without Pay status, and shall no longer be eligible for District group insurance benefits except as may be required by the Family Medical Leave Act and to the extent provided for all employees on Leave Without pay status.

Legal Reference: § 39-71-101, et seq., MCA Workers' Compensation

Policy History:

Adopted on: September 19, 2013

Revised on:

Professional Development

The District recognizes that additional training and study are advantageous for the continued growth and ability of District employees. As part of a continuous program of instructional and administrative improvement, the District shall provide a minimum of three days of professional development annually for certified employees. A day of professional development is defined as six hours of actual contact time. Professional development time may be divided into no less than two hour increments to facilitate delivery of professional development programs. By April 15 of each year, the District may formulate a professional development plan that includes:

1. Goals and objectives appropriate to the professional development needs of teachers, school trustees, and all other school personnel;
2. Acceptable activities; and
3. Evaluation methods required for each activity in the plan.

The Board of Trustees shall establish an advisory committee to develop and evaluate the plan. The committee shall include but not be limited to teachers, administrative personnel, and trustees. A majority of the committee shall be teachers. For independent, multi-grade elementary districts with supervising teachers, the County Superintendent may establish one committee to develop the plan for all of these schools in the county. The plan shall be on file with the Supervising Teacher. It shall be available to employees and the public.

Release Time for Professional Development

During the course of a year, there are often professionally-related activities such as conventions, committee meetings, workshops, seminars, institutes, visitations and other activities that are related to the education profession in a general sense. The Board of Trustees recognizes that the professional personnel of the District will occasionally want to attend these activities.

Consultation by Certified Employees

Occasionally professional staff ask for release in order to consult outside the District. On limited basis this type of professional activity may be permitted. A professional who is absent a few times during the year for this purpose may be contributing to the profession and to the District. On the other hand, if a teacher were absent from his/her classroom duties many times during the year, the loss of instruction for the students would likely not be offset by the other benefits. The guidelines to be used relative to these requests are:

1. A professional staff member may use his/her personal leave days as per the Public Schools/contract.
2. Such an individual may use professional leave for consulting work if approved by the Board. In making its decision the Board will consider such factors as the total number of absences of the teacher for all purposes during the year; the professional value of the consulting services to be provided by the teachers; maintenance of program effectiveness in the teacher's absence; availability of competent substitutes; and arrangements for substitute pay (see No. 3 below).
3. The beneficiary of the staff member's consultation service will reimburse the District for the cost of the substitute's pay. These arrangements are the responsibility of the consulting professional and must be made with the business office.
4. Where a certified employee uses vacation days for consultation, they shall be the sole concern of the employee.

Legal Reference: § 20-1-304, MCA
10.55.714, ARM

Pupil-Instruction-Related Day
Professional Development

Policy History:

Adopted on: September 19, 2013

Revised on:

Aides (Classroom, Library, Etc.)

Aides are under the supervision of the Supervising Teacher, and a teacher to whom the Supervising Teacher may have delegated responsibility for close direction. Also by job description, the nature of the work accomplished by aides will encompass a variety of tasks that may be inclusive of "limited instructional duties."

Section 20-3-324(2), MCA, gives the Trustees the power and duty to "employ and dismiss . . . teachers aides . . . and any other personnel considered necessary to carry out the various services of the district."

Aides are employed by the Hall Elementary School mainly to assist the teacher. An aide is an extension of the teacher who legally has the direct control and supervision of the classroom or playground and responsibility for control and the welfare of the students.

It is the responsibility of the Supervising Teacher to recommend to the Board adequate training for an aide. This training should take into account the unique situations in which an aide works, and should be designed to cover the general contingencies that might be expected to pertain to that situation.

Policy History:

Adopted on: September 19, 2013

Revised on:

Volunteers

The Hall Elementary School recognizes the valuable contributions made to the total school program by members of the community who act as volunteers. A volunteer by law is an individual who:

1. Has not entered into an express or implied compensation agreement with the District;
2. Is excluded from the definition of "employee" under the appropriate state and federal statutes;
3. May be paid expenses, reasonable benefits and/or nominal fees in some situations; and
4. Is not employed by the District in the same or similar capacity for which he/she is volunteering (e.g. a teacher cannot volunteer to teach although he/she could volunteer to type or file), as prescribed by the Federal Fair Labor Standards Act.

District employees who work with volunteers shall clearly explain duties for supervising children in school, on the playground and on field trips; and an appropriate degree of training and/or supervision of each volunteer shall be administered commensurate with the responsibility undertaken.

The Board of Trustees shall develop and implement procedures for the utilization of volunteers within the District.

Volunteers who are formally acting on behalf of and are assisting in school projects shall be covered by the District's liability insurance. This does not alleviate a volunteer, as is the case with an employee, from exercising appropriate judgment and responsibility in the discharge of all duties in accordance with the policies of the Board of Trustees of the School District.

Policy History:

Adopted on: September 19, 2013

Revised on:

Student Teachers/Interns

The Hall Elementary School recognizes its obligation to assist in the development of members of the teaching profession. The District shall make an effort to cooperate with accredited institutions of higher learning in the education of student teachers and other professionals in training (such as interns) by providing a reasonable number of classroom and other real life situations each year.

The District and the respective training institutions shall enter into mutually satisfactory agreements whereby the rules, regulations and guidelines of the practical experiences shall be established.

The Supervising Teacher shall coordinate all requests from cooperating institutions for placement so that excessive concentrations of student teachers and interns shall be avoided. As a general rule:

- (1) A student teacher shall be assigned to a teacher or other professional who has agreed to cooperate and who has no less than three (3) years of experience in the profession;
- (2) A supervising professional shall be assigned no more than one student teacher/intern per school year;
- (3) The supervising professional shall remain responsible for the class; and
- (4) The student teacher shall assume the same conditions of employment as a regular teacher with regards to meeting the health examination requirements, length of school day, staff meetings and in-service training.

Legal Reference: § 20-4-101(2,3), MCA System of Teacher and Specialist Certification

Policy History:

Adopted on: September 19, 2013

Revised on:

Employee Electronic Mail and On-Line Services Usage

Electronic mail ("e-mail") is defined as a communications tool whereby electronic messages are prepared, sent and retrieved on computers. On-line services (i.e., the Internet) are defined as a communications tool whereby information, reference material and messages are sent and retrieved electronically on computers.

Because of the unique nature of e-mail/Internet and because of the District's desire to protect its interest with regard to its electronic records, the following rules have been established to address e-mail/Internet usage by all employees.

The School District e-mail and Internet system is intended to be used for educational purposes only; use for informal or personal purposes is permissible only within reasonable limits. All e-mail/Internet records on the District's Internet system are considered School District records and should be transmitted only to individuals who have a need to receive them. Additionally, district records, e-mail/Internet records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other process. Consequently, employees should always ensure that the educational information contained in e-mail/Internet messages is accurate, appropriate and lawful. E-mail/Internet messages by employees may not necessarily reflect the views of the School District. Abuse of the District's e-mail or Internet systems, through excessive personal use, or use in violation of the law or School District policies, will result in disciplinary action, up to and including termination of employment.

While the School District does not intend to regularly review employees' e-mail/Internet records, employees on the District's Internet system have no right or expectation of privacy in e-mail or the Internet. The School District owns the computers and software making up the e-mail and Internet system and permits employees to use them in the performance of their duties. E-mail messages and Internet records on the District's Internet system are to be treated with the expectation that anything in them is available for review by Board.

Network Acceptable Use Policy

The District recognizes the need for its staff and students to have access to a global information network. Part of the District's responsibility in preparing students is to provide them access to the tools they will be using as adults.

Accordingly, the District shall operate an information network to enhance and expand its educational mission. The network is an information system owned by the District as well as other information systems to which the District provides intentional or unintentional access.

The District is not responsible for information available from third parties solely for providing access or connection to or from a facility, system or network over which it has no control. An orientation session on appropriate use of the Information Network shall be provided for each user prior to the issuance of a system account. The use of this system shall be consistent with the District's educational mission, district policy, state laws and federal laws.

Internet Information Privacy (Required if the District has a Web site)

Hall Elementary School District will not collect personally identifiable information online from its Web site users unless the Web site:

1. Identifies who operates the Web site;
2. Provides the address and telephone number where the operator may be contacted as well as an electronic means of contacting the operator, and
3. Generally describes the operator's information practices, including how it protects the privacy of the user and the steps taken to protect the security of the collected information.

If the personally identifiable information may be used for a purpose other than the express purpose of the Web site or may be given or sold to a third party, then the Web site must include:

1. A clear notice to the user that the information collected could be used for purposes other than the purposes of the Web site;
2. A general description of the types of third parties that may obtain the information; and
3. A clear procedure requiring an affirmative expression of the user's permission before the information is collected.

Personally identifiable information is defined as including: a first and last name, a physical address, an e-mail address, a telephone number, social security number, or unique identifying information that an Internet service provider or a government Web site operator collects and combines with any other parts of the definition.

Legal Reference: § 2-17-550, MCA Government Internet Information Privacy
 § 2-17-551, MCA
 § 2-17-552, MCA
 § 17-553, MCA

Policy History:

Adopted on: September 19, 2013

Revised on:

Electronic Resources and Social Networking

The Hall School District recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The District also believes that students need to be proficient users of information, media, and technology to succeed in a digital world.

Public school employees are held to a high standard of behavior. The Montana Department of Education *Professional Educators of Montana Code of Ethics* requires District staff to maintain a professional relationship with each student, both in and outside the classroom. The District encourages all staff to read and become familiar with the Code of Ethics.

Therefore, the Hall School District will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the District's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings. The District's technology will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work and to take ownership of their lives.

The School Board discourages district staff from socializing with students on social networking websites (during school or out-of-school). Staff are reminded that the same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium, is unacceptable when done through the use of technology. In fact, due to the vastly increased potential audience digital dissemination presents, extra caution must be exercised by staff to ensure they don't cross the line of acceptability.

Specifically, the following forms of technology based interactivity or connectivity are expressly permitted or forbidden:¹

What in other mediums of expression could remain private opinions, when expressed by staff on a social networking website, have the potential to be disseminated far beyond the speaker's desire or intention, and could undermine the public perception of fitness of the individual to educate students, and thus undermine teaching effectiveness. In this way, the effect of the expression and publication of such opinions could potentially lead to disciplinary action being taken against the staff member, up to and including termination or nonrenewal of the contract of employment.

Accessing social networking websites for individual use during school hours is prohibited, unless asked to do so by administration. Except in an emergency situation, staff shall not access social networking sites using district equipment or personal equipment, including during breaks or

preparation periods. All school district employees who participate in social networking websites, shall not post any school district data, documents, photographs, logos, or other district owned or created information on any website. Further, the posting of any private or confidential school district material on such websites is strictly prohibited.

The Board directs the Superintendent or his/her designee to create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities and to develop procedures to support this policy.

Note: ¹ **What is and is not acceptable staff/student interaction on social networking sites is an education community decision, and will vary from district to district. As a general rule, the greater the degree of real-life connections and interactivity between staff and students that occur in the community, the greater the tolerance will be for virtual connections and interactivity. Use the following list to help guide discussions with staff to determine which should be included in the policy and with what modifications/stipulations. It is as important to include in the policy what is permitted as what is not permitted. The discussions may elicit additional bullets to include in the policy.**

- **Sharing personal landline or cell phone numbers with students;**
- **Text messaging students;**
- **Emailing students other than through and to school controlled and monitored accounts;**
- **Soliciting students as friends or contacts on social networking sites;**
- **Accepting the solicitation of students as friends or contacts on social networking sites;**
- **Creation of administratively approved and sanctioned “groups” on social networking sites that permit the broadcast of information without granting students access to staff member’s personal information;**
- **Sharing with student’s access information to personal websites or other media through which the staff member would share personal information and occurrences.**

Cross Reference: 5015 Bullying/Harassment/Intimidation
 5223 Personal Conduct
 5255 Disciplinary Action
 Professional Educators of Montana Code of Ethics

Policy History:

Adopted on:

Reviewed on:

Revised on:

APPENDIX E

Professional Educators of Montana Code of Ethics

Preamble

The professional conduct of every educator affects attitudes toward the profession and toward education. Aware of the importance of maintaining the confidence of students, parents, colleagues and the public, Montana educators strive to sustain the highest degree of ethical conduct.

Montana educators value the worth and dignity of every person and the pursuit of truth, knowledge and excellence. While the freedom to learn and the freedom to teach are essential to education in a democracy, educators in Montana balance these freedoms with their own adherence to this ethical code.

Members of the Profession of Education in Montana:

- * Make the well-being of students the fundamental value in all decisions and actions.
- * Fulfill professional responsibilities with diligence and integrity.
- * Protect the civil and human rights of students and colleagues.
- * Know the policies, regulations, rules, and laws governing the professional conduct of educators.
- * Pursue appropriate measures to change those policies, regulations, rules, and laws which are inconsistent with sound educational goals.
- * Recognize parents and the public as integral parts of the school community, and encourage their involvement in education.
- * Maintain professional standards and seek to improve the effectiveness of the profession.
- * Exemplify and foster a philosophy of education which encourages a lifelong pursuit of learning.

Created by the Certification Standards and Practices Advisory Council to the Montana Board of Public Education

**6000 SERIES
ADMINISTRATION**

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Role of the County Superintendent

The Board of Trustees recognizes that the County Superintendent shall assist it with the general supervisory responsibility of the school since there is no school administrator, unless the Trustees choose to contract with another school administrator.

Specifically, the County Superintendent will:

1. Administer the oath of office to incoming board members;
2. Compute the budgeting in revenues realized from tax levies;
3. Provide the Board teacher supervision and evaluation and curriculum revisions;

In addition, the County Superintendent may:

1. Assist with the hiring of teachers;
2. Organize professional development for the district;
3. Coordinate curriculum and assessment;
4. Coordinate special funds from grants and federal sources;
5. Provide opportunities for group purchasing of educational material and supplies.
6. Other duties as agreed to with the Trustees.

(For a complete list of the duties as stated in these policies of the County Superintendent, see Appendix E -1.)

Legal Reference: §20-3-207 MCA Assist Trustees with School Supervision
 §20-3-208 MCA Authority to Request, Accept & Disburse Money
 §20-3-210 MCA Controversy Appeals & Hearings

Policy History:

Adopted on: September 19, 2013

Revised on:

Administration in Policy Absence

In the absence of a policy where action is required, the Supervising Teacher (the most senior professional) is authorized to act in accordance with the best established practices consistent with law. However, it is the Supervising Teacher's (the most senior professional's) duty to inform the Board, at the next regularly scheduled Board meeting, if there is a need for an official policy.

Policy History:

Adopted on: September 19, 2013

Revised on:

Supervising Teacher's (the most senior professional) Stipend and Benefits

The Board will establish the terms and conditions of employment including an additional Supervising Teacher stipend for the Supervising Teacher. Where there is a certified administrator hired by the district, the Board will establish a specific salary amount appropriate to the individual's education, experience and expected responsibilities. The Board may also provide benefits such as a mileage as it sees fit. Merit pay as a means to award excellence may be incorporated into the salary system for the Supervising Teacher (the most senior professional).

Professional Growth and Development

The Board recognizes that training and study for the Supervising Teacher contributes to skill development necessary to better serve the needs of the District. Professional development shall be based on the needs of the District, as well as the needs of the individual.

Professional Association Memberships

The Supervising Teacher is encouraged to be a member of and participate in professional associations that have as their purposes the continued improvement of education in general.

Cross Reference: 5340 Staff development

Legal Reference: §20-1-304, MCA Pupil-instruction-related day

Policy History:

Adopted on: September 19, 2013

Revised on:

Duties and Evaluation of the Supervising Teacher

Duties of the Supervising Teacher (the most senior professional)

The day-to-day operation of the school shall be the Supervising Teacher's responsibility. S/he is governed by the policies of the District and is responsible for implementing the administrative procedures that relate to his/her assigned responsibilities.

The Supervising Teacher's duties shall include but not be limited to:

1. planning for the improvement of the program for which s/he is responsible;
2. evaluating that program regularly;
3. recommending to the Board of Trustees budgetary, program, staff and other changes that will enhance the program;
4. advising the Board of Trustees of the impact of proposed policies or other administrative actions on the programs for which he/she is responsible;
5. assisting his/her subordinates to improve their performance;
6. promoting effective working relationships with students, staff and patrons of the District;
7. maintaining a progressive community/staff relations program within his/her building or assigned area.
8. providing leadership for the function of the school in addition to his/her teaching duties;
9. keeping and depositing of student and program records;
10. acting as purchasing agent of the board for the purchase and management of instructional and program materials;
11. acting as the agent of the board and carrying out its dictates.

(For a complete list of the duties as stated in these policies of the Supervising Teacher, see Appendix F-2.)

Evaluation of Supervising Teacher

It is the goal of the district that the Supervising Teacher (the most senior professional) be evaluated annually in order to provide guidance and direction to him/her in the performance of his/her assignment. Such evaluation shall be based on his/her job description, accomplishment of annual goals and performance objectives, and established evaluative criteria including staff, student and parent comments.

The Board of Trustees shall establish procedures for the conduct of the evaluation of the Supervising Teacher. The Trustees may ask for assistance from the County Superintendent in establishing these procedures. Near the beginning of the school year, the Supervising Teacher may be informed of the criteria to be used for evaluation purposes, including the adopted goals for the District.

Those involved in the evaluation conference shall sign the written report and retain a copy for their records. The person being evaluated may have the right to submit and attach a written statement to his/her evaluation following the conference.

Cross Reference: 5254 Non-renewal
5255 Disciplinary action or dismissal

Legal Reference: 10.55.701, ARM Board of Trustees

Policy History:

Adopted on: September 19, 2013

Revised on:

APPENDIX F-1

Duties of the County Superintendent or Principal Stated in these Policies

The following is a list of policies from this handbook that involve responsibilities of the County Superintendent and/or the Supervising Teacher: This reference list is provided for quick access to the appropriate policy.

- 1000s The Board of Trustees
 - 1513 Management Rights
- 2000s Instruction
 - 2123 Unit Plans
- 5000s Personnel
 - 5222 Evaluation
 - 5231 Personnel Records
 - 5250 Non-Renewal of Employment/Dismissal From Employment
 - 5256 Reduction in Force
 - 5340 Professional Development
- 7000s Finance
 - 7110 Budget and Program Planning

APPENDIX F-2

Duties of the Supervising Teacher as Stated in These Policies

The following is a list of policies from this handbook that involve responsibilities of the Supervising Teacher:
This reference list is provided for quick access to the appropriate policy.

- 1000s The Board of Trustees
 - 1420 Meeting, Procedure, Agenda, Quorum and Conduct
- 2000s Instruction
 - 2100 Time for School
 - 2130 District Assessment
 - 2232 Placement
 - 2310 Library Materials
 - 2311 Selection and Adoption of Instructional Materials
 - 2312 Copyright Restrictions
 - 2320 Field Trips, Excursions and Outdoor Education
 - 2321 Guest Speakers
 - 2322 Contests for Students
 - 2421 Promotion/Retention
- 3000s Students
 - 3110 Entrance, Placement and Transfer
 - 3115 Child Abuse and Neglect Reporting Policy
 - 3118 Child Custodial Agreement
 - 3122 Attendance Policy - Grades K-8
 - 3200 Student Rights and Responsibilities
 - 3215 Uniform Grievance Procedure
 - 3220 Freedom of Expression and Student Publications
 - 3224 Student Dress
 - 3230 Student Privacy and Searches of Students and Their Property
 - 3310 Student Discipline and Appeal Process
 - 3330 and Optional 3331 for One-Room Schools Emergency Removal
 - 3400 Student Welfare
 - 3416 Administering Medicines to Students
 - 3417 Communicable Diseases
 - 3431 Emergency Treatment
 - 3440 Removal of Student During School Days
 - 3530 Student Fund Raising Activities
 - 3540 Missing Children
 - 3600 Student Records
- 4000s Community Relations
 - 4301 Contact with Staff and Visitors
 - 4310 Review of Program, Curriculum or Learning Materials
 - 4313 Disruption of School Operations
 - 4320 Contact with Students
 - 4332 Conduct on School Property
 - 4410 Relations with Law Enforcement and Child Protective Agencies
- 5000s Personnel
 - 5420 Aides
 - 5440 Student Teachers/Interns
- 6000s Administration
 - 6111 Administration in Policy Absence
 - 6160 Duties of the Supervising Teacher

- 7000s Financial Management
 - 7320 Purchasing: Authorization and Control.
 - 7500 Property Records
- 8000s Non-instructional Operations
 - 8110 Bus Routes, Schedules, Eligibility and Safety
 - 8111 Transportation of Students with Disabilities
 - 8121 District-Owned Vehicles
 - 8124 Student Conduct on Buses
 - 8131 Private Vehicle Transportation
 - 8200 Food Services
 - 8300 Risk Management, Liability Insurance and Property Damage
 - 8340 Privately-Owned Property
- 9000s Facilities
 - 9300 Operation and Maintenance of District Facilities
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Budget and Program Planning

A District's annual budget is evidence of the Board's commitment to the objectives of the instruction programs. The budget supports the immediate and long-range goals and established priorities within all areas of the instructional and non-instructional programs.

Prior to presentation of the proposed budget for adoption, the County Superintendent, or the Supervising Teacher shall prepare, for the Board's consideration, recommendations (with supporting documentation) that shall be designed to meet the needs of students within the limits of anticipated revenues.

Program planning and budget development shall provide for staff participation and the sharing of information with patrons prior to action by the Board.

Policy History:

Adopted on: September 19, 2013

Revised on:

Adoption of Budget Amendments

Total budget expenditures for each fund as adopted in the final budget shall constitute the appropriations of the District for the ensuing fiscal year. The Board shall be limited in the incurring of expenditures to the total of such appropriations.

With timely notice of a public meeting, Trustees, by majority vote of those present, may declare by resolution that a budget amendment (in addition to the final budget) is necessary. Budget amendments are authorized by ' 20-9-161, MCA for specified reasons.

The resolution shall state the facts of the budget amendment, the estimated amount of funds needed, and the time and place when the Board will meet for the purpose of considering and adopting a budget amendment.

The meeting to adopt a budget amendment shall be open and shall provide opportunity for any taxpayer to appear and be heard. Budget procedures shall be consistent with statutory requirements. When applicable, the District shall apply for state financial aid to supplement that amount to be collected from local taxes.

Legal Reference:	§20-9-161, MCA	Definition of budget amendment for budgeting purposes
	§20-9-162, MCA	Authorization for budget amendment adoption
	§20-9-163, MCA	Resolution for budget amendment - petition to superintendent of public instruction
	§20-9-164, MCA	Notice of budget amendment resolution
	§20-9-165, M4332CA	Budget amendment limitation, preparation and adoption procedures
	§20-9-166, MCA	State financial aid for budget amendments

Policy History:

Adopted on: September 19, 2013

Revised on:

Revenues

The District will seek and utilize all available sources of revenue for financing its educational programs. This includes revenues from non-tax, local, state and federal sources. All revenues received for the District will be properly credited to the appropriate fund and account as specified by federal and state statute and the accounting and reporting regulations for Montana school districts.

Tuition

The collection of the tuition obligations applying to non-resident students of the District shall be in accordance and compliance with Montana law.

Tuition rates shall be determined consistent with Montana law.

Endowments and Gifts

The Board may accept gifts, endowments, legacies, and devices subject to the lawful conditions imposed by the donor. Endowments received by the District will be deposited to an endowment fund as an expendable or non-expendable trust. The Board will not approve any gifts that are inappropriate.

The Board will establish procedures for determining the suitability or appropriateness of all gifts to be received and accepted by the District.

Legal Reference:	§20-5-301, et seq., MCA	Attendance outside school district
	§20-6-601, MCA	Power to accept gifts
	§20-7-803, MCA	Authority to accept gifts
	§20-9-604, MCA	Gifts, legacies, devises, and administration of endowment fund
	§20-9-212, MCA	Duties of County Treasurer
	§20-9-213(4), MCA	Duties of Trustees
	§20-9-303, MCA	Definition of Foundation

Policy History:

Adopted on: September 19, 2013

Revised on:

Budget Implementation and Execution

Once adopted by the Board, the Clerk shall administer the operating budget. All actions of the Clerk in executing the programs and/or activities delineated in that budget are authorized according to these provisions:

1. Expenditure of funds for the employment and assignment of staff shall meet the legal requirements of the state of Montana and adopted Board policies.
2. Funds held for contingencies may not be expended without approval from the Board.
3. A listing of warrants describing goods and/or services for which payment has been made must be presented for Board ratification each month. (NOTE: Only recommended for Districts with specific definition of contingency in their budget.)
4. Purchases shall be made according to the legal requirements of the state of Montana and adopted Board policy.

Legal Reference: §20-9-213, MCA Duties of Trustees
 §20-3-332, MCA Personal Immunity and Liability of Trustees

Policy History:

Adopted on: September 19, 2013

Revised on:

Purchasing: Authorization and Control

The Clerk and the Supervising Teacher are authorized to direct expenditures and purchases within the limits of the detailed annual budget for the school year. Board approval for purchase of capital outlay items is required when the aggregate total of a requisition exceeds \$100, except the Supervising Teacher (the most senior professional) shall have the authority to make capital outlay purchases without advance approval when it is necessary to protect the interests of the District or the health, safety and educational needs of the staff or students. The Clerk shall establish requisition and purchase order procedures as a means of controlling and maintaining proper accounting of the expenditure of funds. Staff who obligate the District without proper authorization shall be held personally responsible for payment of such obligations.

Purchasing: Bids and Contracts

Whenever the cost of any supplies, equipment or work shall exceed \$7,500, formal bids shall be called for by issuing public notice as specified in 320-9-304, MCA. Specifications shall be prepared and be made available to all vendors interested in submitting a bid.

The Clerk shall establish bidding and contract awarding procedures for all purchases of furniture, equipment, supplies (except for books), or public works projects, the cost of which is estimated to be in excess of \$7,500.

Bid procedures shall be waived only as specified in statute.

Legal Reference:	§ 20-9-204, MCA § 18-1-101, et seq., MCA § 18-1-201, et seq., MCA § 37-71-203, MCA § 49-3-207, MCA	Conflicts of Interest, Letting Contracts and Calling for Bids Public Contracts Bid Security Bids to Show Bidder is Licensed and Not Beyond a Contract Time. Nondiscrimination Provision in all Public Contracts
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Policy History:

Adopted on: September 19, 2013

Revised on:

Financial Reporting

The Board directs that financial reports of all District funds shall be prepared in compliance with statutory provisions and generally accepted accounting and financial reporting standards. In addition to the reports required for local, state, and federal agencies, financial reports will be prepared monthly and annually and presented to the Board. The financial reports shall reflect the financial activity and status of the District funds.

Appropriate interim financial statements and reports of financial position, operating results and other pertinent information will be prepared to facilitate management control of financial operations.

Audits

The Board directs that District audits shall be conducted in accordance with Montana law. Each audit shall be a comprehensive audit of the affairs of the School District and the District funds. The audits shall comply with all statutory provisions and generally accepted governmental auditing standards. Each audit may be made every two years and cover the immediately preceding two fiscal years, or it may be conducted annually. The staff of the Department of Commerce or an independent auditor under the rules and regulations established by the Department of Commerce will conduct District audits.

Legal Reference: §2-7-501 et seq., MCA
 §20-9-212, MCA
 §20-9-213, MCA

Definitions
Duties of county treasurer
Duties of trustees

Policy History:

Adopted on: September 19, 2013

Revised on:

Property Records

Property records and inventory records shall be maintained on all land, buildings and physical property under the control of the District. Such records shall be updated annually.

For purpose of this policy, "equipment" shall mean a unit of furniture or furnishings, an instrument, a machine, an apparatus or a set of articles which retains its shape and appearance with use, is nonexpendable and does not lose its identity when incorporated into a more complex unit. The District Clerk or the Supervising Teacher shall ensure that inventories of equipment are systematically and accurately recorded, updated and adjusted annually and be referenced to purchase orders and withdrawal reports. Property records of facilities and other fixed assets shall be maintained on an ongoing basis. No equipment shall be removed for personal or non-school use except according to Board policy. (See Policy #9320.)

Property records shall show, appropriate to the item recorded, the:

1. description and identification
2. manufacturer
3. date of purchase
4. initial cost
5. location
6. serial number, if available
7. model number, if available

Equipment may be identified with a permanent tag that provides appropriate District and equipment identification.

Legal Reference: §20-6-602, MCA
 §20-6-608, MCA

Trustees Power over Property
Authority and Duty of Trustees to Insure District
Property

Policy History:

Adopted on: September 19, 2013

Revised on:

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HALL SCHOOL DISTRICT

R = required

**8000 SERIES
NONINSTRUCTIONAL OPERATIONS**

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NONINSTRUCTIONAL OPERATIONS

8000

Goals

In order for students to obtain the maximum benefits from their educational program, a complex set of support services must be provided by the District. These services are essential to the success of the District, and the staff that provides them is an integral part of the educational enterprise. Because resources are always scarce, all assets of District operations, including noninstructional support services, shall be carefully managed in order to obtain maximum efficiency and economy. To that end, the goal of the District is to seek new ways of supporting the instructional program, which shall maximize the resources directly available for students' learning programs.

Policy History:

Adopted on: July 17, 2014

Reviewed on:

Revised on:

Rural Transportation

The District may provide transportation to and from school for a student who:

1. Resides three or more miles, over the shortest practical route, from the nearest operating public elementary school.
2. Is a student with a disability whose IEP identifies transportation as a related service; or
3. Has another compelling and legally sufficient reason to receive transportation services.

The District may elect to reimburse the parent or guardian of a student for individually transporting any eligible student.

The type of transportation provided by the District may be by a school bus; or by such individual transportation as paying the parent or guardian for individually transporting the pupil; or, providing supervised home study. The District may transport and charge for an ineligible public school student provided that the parent or guardian pays a proportionate share of transportation services. Fees that are collected for the transportation of ineligible students shall be deposited in the transportation fund. Transportation issues that cannot be resolved by the Trustees may be appealed to the County Transportation Committee.

Legal Reference: ' §20-7-441, MCA	Special education child eligibility for transportation
§20-10-101, MCA	Definitions
§20-10-121, MCA	Duty of trustees to provide transportation - types of transportation - bus riding time limitation
§20-10-122, MCA	Discretionary provision of transportation and payment for this transportation
§20-10-123, MCA	Provision of transportation for nonpublic school children
10.7.101, et seq., ARM	Pupil transportation
10.64.101 through 700, et seq., ARM	Transportation
No Child Left Behind Act of 2001 (P.L. 107-110)	

Policy History:

Adopted on: July 17, 2014

Revised on:

School Bus Replacement

The Board of Trustees understands the importance of safety when transporting students. The Board also understands that having safe, well maintained, efficient buses in the fleet is important for the safety of the students and driver.

There comes a time when the replacement of a bus is necessary for the safety of all involved. Therefore, the Board of Trustees will use the Bus Depreciation Schedule, as a guide, when determining the time for bus replacements.

Legal Reference: § 20-10-101, MCA
 § 20-10-107(1), MCA
 § 20-10-110, MCA
 § 20-10-147, MCA

Definitions
Power of trustees
School bus purchase – contract – bids
Bus depreciation reserve fund

Policy History:

Adopted on: July 17, 2014

Reviewed on:

Revised on:

Bus Routes, Schedules, Eligibility and Safety

Bus Routes and Schedules

The Board of Trustees or the Supervising Teacher shall be responsible for scheduling bus transportation, including determination of routes and bus stops. Such routes are subject to the approval of the County Transportation Committee. The purpose of bus scheduling and routing is to achieve maximum service with a minimum fleet of buses insofar as this is consistent with rendering safe and reasonable equal service to all bus students.

In order to operate the transportation system as safely and efficiently as possible, the following factors shall be considered in establishing bus routes:

1. A school bus route shall be established with due consideration of the sum total of local conditions affecting the safety, economic soundness and convenience of its operation, including road conditions, condition of bridges and culverts, hazardous crossings, presence of railroad tracks and arterial highways, extreme weather conditions and variations, length of route, number of families and children to be serviced, availability of turn-around points, capacity of bus, and other related factors.
2. The district may extend a bus route across another transportation service area if it is necessary in order to provide transportation to pupils in the district's own transportation service area. The district may not transport pupils from outside its transportation service area.
3. No school child attending an elementary school shall be required to ride the school bus under average road conditions more than one hour without consent of the child's parent or guardian.
4. School bus drivers are encouraged to make recommendations in regard to establishing or changing routes.
5. Parents should be referred to the Board of Trustees for any request of change in routes, stops, or schedules.

The Trustees reserve the right to change, alter, add or delete any route at such time that such changes are deemed in the best interest of the District subject to approval by the County Transportation Committee.

Bus Stops

Buses should stop only at designated places approved by school authorities. Exceptions should be made only in cases of emergency and inclement weather conditions.

Bus stops shall be chosen with safety in mind. Points shall be selected where motorists approaching from either direction will have a clear view of the bus for a distance of at least three hundred (300) to five hundred (500) feet.

School loading and unloading zones are to be established and marked to provide safe and orderly loading and unloading of students. The Supervising Teacher is responsible for the conduct of students waiting in loading zones.

Delay in Schedule

The Driver is to notify the Supervising Teacher (most senior professional) of a delay in schedule. The administration will notify parents on routes and radio station, if necessary.

Responsibilities - Students

Pupils must realize that safety is based on group conduct. Talk should be in conversational tones at all times. There should be no shouting or loud talking which may distract the bus driver. There should be no shouting at passersby. Pupils should instantly obey any command or suggestions from the driver and/or his/her assistants.

Responsibilities - Parents

The interest and assistance of each parent is a valued asset to the transportation program. Parents' efforts towards making each bus trip a safe and pleasant experience are requested and appreciated. The following are only three of the many ways parents can assist:

1. Ensure that students are at the bus stop in sufficient time to efficiently meet the bus.
2. Properly prepare children for weather conditions.
3. Encourage school bus safety at home. Caution children regarding safe behavior and conduct while riding on the school bus.

Out-of-District: Students who reside outside the boundaries of the District may have a transportation fee in addition to a tuition fee as established in the Attendance Agreement. However, bus routes will not be extended outside of the District to accommodate these students.

Within the boundary limit (provided room is available): Students residing within the boundary limit may ride on the bus on a fee basis as established by the Trustees.

Safety

The Board of Trustees shall develop written rules establishing the procedures for bus safety and emergency exit drills, and for student conduct while riding on buses. The school district shall maintain a school safety manual at the school.

If the bus and driver are present, the driver is responsible for the safety of his/her passengers, particularly for those who must cross a roadway prior to loading or after leaving the bus. Except in emergencies, no bus driver shall order or allow a student to board or disembark at other than his/her assigned stop unless so authorized by the Supervising Teacher (most senior professional). In order to assure the safety of all, the bus driver may hold students accountable for their conduct during the course of transportation and may recommend corrective action against a student. Bus drivers are expressly prohibited from using corporal punishment.

The bus driver is responsible for the use of the warning and stop signaling systems and the consequent protection of his/her passengers. Failure to use the system constitutes negligence on the part of the driver.

The system must be used with judgment and courtesy. Its abuse causes resentment on the part of the public. A driver should allow approaching vehicles time to stop or pass before the flashing lights are used.

Inclement Weather

The Board recognizes the unpredictability and resulting dangers associated with the weather in Montana. To achieve the maximum safety for children and efficiency of operation, the Supervising Teacher is empowered to make decisions as to the emergency operation of buses, the cancellation of bus routes and the closing of school in accordance with his/her best judgment. The Board may develop guidelines in cooperation with the administration to assist him/her in making such decisions.

NOTE: To receive full state/county reimbursement, budgets must have enough funds to cover the costs of any changes to the route.

NOTE: The county transportation committee has authority to establish transportation service areas should circumstances and/or geography (demographics) warrant.

Legal Reference:	§20-10-106, MCA	Determination of mileage distances
	§20-10-132, MCA	Duties of county transportation committee
	§20-10-121, MCA	Duty of trustees to provide transportation - types of transportation - bus riding time limitation

Policy History:

Adopted on: July 17, 2014

Revised on:

Transportation of Students with Disabilities

Transportation shall be provided as a related service when a student with a disability requires special transportation in order to benefit from special education or to have access to an appropriate education placement. Transportation is defined as:

- (a) Travel to and from school and between schools;
- (b) Travel in and around school buildings or to those activities which are a regular part of the student's instructional program;
- (c) Specialized equipment (such as special or adapted buses, lifts, and ramps) if required to provide special transportation for a student with disabilities.

The Evaluation Team, who develops the disabled student's Individualized Education Program, will determine on an individual basis when a student with a disability requires this related service. Such recommendations must be specified on the student's IEP. Only those children with disabilities who qualify for transportation as a related service under the provisions of the IDEA shall be entitled to special transportation. All other children with disabilities in the District have access to the District's regular transportation system under policies and procedures applicable to all students of the District. Utilizing the District's regular transportation service shall be viewed as a "least restrictive environment."

Mode of Transportation

If the District has an appropriate vehicle it will be the referred mode of transportation. Other arrangements such as an individual transportation contract may be arranged with the parents. Such voluntary agreement shall stipulate in writing the terms of reimbursement.

Cross Reference: 3310 Student Discipline

Legal Reference: 10.16.3820, ARM Transportation for Special Education Students with Disabilities

Policy History:

Adopted on: July 17, 2014

Reviewed on:

Revised on:

District-Owned Vehicles

The District may own and maintain certain vehicles. These are for use by properly authorized personnel of the District for District business purposes. Any driver who receives a citation for a driving violation shall personally pay all fines levied. All citations received while operating a District vehicle shall be reported to the driver's supervisor. Failure to report any violation or the violation itself may result in disciplinary action.

Bus and Vehicle Maintenance, District

Buses used in the District's transportation program shall be in safe and legal operating condition. All buses shall be inspected by the Department of Justice, Montana Highway Patrol, before the beginning of each semester. The Board of Trustees or the Administration shall establish a specific list of tasks that bus drivers shall perform on a daily basis. All other District vehicles shall be maintained following established programs as developed by the Board of Trustees.

Legal Reference:	§20-10-103, MCA	School bus driver qualifications
	§61-8-351, MCA	Meeting or passing school bus
	10.7.111, ARM	Qualification of bus driver
	10.64.201, ARM	Driver qualifications

Policy History:

Adopted on: July 17, 2014

Revised on:

Driver Training and Responsibility

Bus drivers shall observe all state statutes and administrative rules governing traffic safety and school bus operation. At the beginning of each school year, the District will provide each driver with a copy of the District's written rules for bus drivers and for student conduct on buses.

Each bus driver will meet the qualifications established by the Superintendent of Public Instruction, including possession of a valid Montana commercial driver's license (with school bus "S" and passenger "P" endorsements), receive ten (10) hours of in-service annually, and Department of Transportation-approved physician's certification that he or she is medically qualified for employment as a bus driver. The bus driver shall secure a valid standard first aid certificate from an authorized instructor, within two (2) months after being employed, and maintain a valid first aid certificate throughout employment as a bus driver. The bus driver must have a minimum of five (5) years of licensed driving experience.

A school bus driver is prohibited from operating a school bus while using a cellular phone, including hands free cellular phone devices, except:

- (1) During an emergency situation;
- (2) To call for assistance if there is a mechanical breakdown or other mechanical problem;
- (3) When the school bus is parked.

A teacher, coach, chaperone or other certified staff member assigned to accompany students on a bus will have primary responsibility for behavior of students in his or her charge. The bus driver has final authority and responsibility for the bus. The Superintendent will establish written procedures for bus drivers.

Legal Reference: § 20-10-103, MCA School bus driver qualifications
 10.7.111, ARM Qualification of Bus Drivers
 10.64.201, ARM Drivers
 § 50-46-205, MCA Limitations of Medical Marijuana Act
 National Highway Traffic Safety Administration

Policy History:

Adopted on: July 17, 2014

Reviewed on:

Revised on:

Student Conduct on Buses

The Board of Trustees or the Administration shall establish written rules of conduct for students. Such rules will be reviewed annually by the Board of Trustees and revised if necessary. If rules are substantially revised, they will be submitted to the Board for approval.

At the beginning of each school year, a copy of the rules of conduct for students will be provided to students, and the classroom teacher and bus driver will review the rules with the students. A copy of the rules will be available upon request at the school.

The bus driver is responsible for enforcing the rules and will work closely with a parent and Supervising Teacher to modify a student's behavior. Rules shall include consistent consequences for student misbehavior. A recommendation for permanent termination of bus privileges, accompanied by a written record of the incident(s) that led to the recommendation, shall be referred to the Superintendent for final determination. The student's parent or guardian may appeal a termination to the Board of Trustees. No further appeal shall be allowed.

Cross Reference: 3310 Student Discipline
 8111 Transportation of Students With Disabilities

Legal Reference: § 20-4-302, MCA Discipline and punishment of pupils – definition of corporal punishment – penalty – defense
 § 20-5-201, MCA Duties and sanctions

Policy History:

Adopted on: July 17, 2014

Reviewed on:

Revised on:

NONINSTRUCTIONAL OPERATIONS

8125

School Bus Emergencies

In the event of an accident or other emergency, the bus driver shall follow the emergency procedures developed by the Board of Trustees. A copy of the emergency procedures will be located in every bus. To ensure the success of such emergency procedures, every bus driver will conduct an emergency evacuation drill as early as possible within the first six (6) weeks of each school semester. The District will conduct such other drills and procedures as may be necessary.

Policy History:

Adopted on: July 17, 2014

Reviewed on:

Revised on:

Private Vehicle Transportation

The Board authorizes the use of private vehicles under the following circumstances:

1. The District may request parents to provide transportation for their children to school in their own vehicles on a per-mile cost reimbursement basis. The County Superintendent will determine when "in-lieu" transportation would be advantageous to the District and arranges its implementation.
2. In an emergency, staff may appropriately transport students when a student's welfare is involved, or when due care dictates prompt action.
3. For field trips, the Supervising Teacher (most senior professional) will determine the transportation of students.
4. The owner of any private vehicle transporting students must have sufficient liability insurance.
5. Students must adhere to the school's code of conduct when riding in private vehicles for school related activities.

Cross Reference: #2320 Field Trips

<p>Legal Reference: § 20-10-121(2)(3), MCA §20-10-124, MCA §20-10-142, MCA 10.7.106, ARM 10.7.113, ARM 10.7.116, ARM</p>	<p>Duty of Trustees to Provide Transportation Private Party Contract for Transportation Schedule of maximum reimbursement for individual transportation Contracts with Individual Families "Two Contract Amount" Regulation Guide for Determining Degree of Isolation</p>
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Policy History:

Adopted on: July 17, 2014

Revised on:

NONINSTRUCTIONAL OPERATIONS

8132

Activity Trips

The use of school owned vehicles is strictly limited to school activities. Vehicles may not be loaned or leased to non-school groups, unless permission is specifically granted by the Board. Buses will be operated by a qualified bus driver on all activity runs, and only authorized activity participants, professional staff, and chaperones assigned by the administration may ride the bus.

Policy History:

Adopted on: July 17, 2014

Reviewed on:

Revised on:

NONINSTRUCTIONAL OPERATIONS

8200

Food Services

The District supports the philosophy of the National School Lunch Program and will provide wholesome, appetizing, and nutritious meals for children in District schools. The Board may authorize a portion of federal funds received in lieu of taxes to be used to provide free meals for federally connected indigent students.

Because of the potential liability of the District, the food services program will not accept donations of food without approval of the Board. Should the Board approve a food donation, the County Superintendent will establish inspection and handling procedures for the food and determine that provisions of all state and local laws have been met before selling the food as part of school meals.

Commodities

The District will use food commodities made available under the Federal Food Commodity Program for school meals.

Free and Reduced-Price Food Services

The District will provide free and reduced-price meals to students, according to the terms of the National School Lunch Program and the laws, rules, and regulations of the state. The District will inform parents of the eligibility standards for free or reduced-price meals. Identity of students receiving free or reduced-price meals will be confidential, in accordance with National School Lunch Program guidelines. A parent has the right to appeal to a designated hearing official any decision with respect to his or her application for free or reduced-price food services.

The Board may establish programs whereby meals may be provided in the District in accordance with National School Lunch Program guidelines.

The amount charged for such meals shall be sufficient to cover all costs of the meals, including preparation labor and food, handling, utility, and equipment depreciation costs.

Legal Reference:	§ 20-10-204, MCA	Duties of trustees
	§ 20-10-205, MCA	Allocation of federal funds to school food services fund for federally connected, indigent pupils
	§ 20-10-207, MCA	School food services fund

Policy History:

Adopted on: July 17, 2014

Reviewed on:

Revised on:

NON-INSTRUCTIONAL OPERATIONS

8225

Tobacco Free Policy

The District maintains tobacco-free buildings and grounds. Tobacco includes but is not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine and any other tobacco innovation.

Use of tobacco products in a public school building or on public school property is prohibited, unless used in a classroom or on other school property as part of a lecture, demonstration, or educational forum sanctioned by a school administrator or faculty member, concerning the risks associated with using tobacco products or in connection with Native American cultural activities.

For the purpose of this policy, “public school building or public school property” means:

- Public land, fixtures, buildings, or other property owned or occupied by an institution for the teaching of minor children, that is established and maintained under the laws of the state of Montana at public expense; and
- Includes playgrounds, school steps, parking lots, administration buildings, athletic facilities, gymnasiums, locker rooms, and school vehicles.

Violation of the policy by students and staff will be subject to actions outlined in District discipline policies.

Legal Reference:	§ 20-1-220, MCA	Use of tobacco product in public school building or on public school property prohibited
	§ 50-40-104(5)(f), MCA	Smoking in enclosed public places prohibited – place where prohibition inapplicable
	ARM 37.111.825(5)	Health Supervision and Maintenance

Policy History:

Adopted on: July 17, 2014

Reviewed on:

Revised on:

Nutrition

The District shall provide school meals that meet or exceed the nutritional standards required by state and federal school lunch programs.

The Board of Trustees shall establish rules for the sale of foods during the school day. To encourage the eating of nutritious lunches, competitive food services shall not be permitted to operate anywhere on school premises during or for the period of one hour before and after the lunch period.

Any food sales of an occasional nature must have the prior approval of the Supervising Teacher.

The following guidelines shall be in effect:

1. Food served in the lunch program shall meet the nutrition guidelines of the National School Lunch Program. Menus will be planned to include as many fresh fruits and vegetables as possible within financial guidelines. Food shall be purchased and prepared in such a manner to provide low fat and low sodium levels to meet program guidelines.
2. Food sales may be conducted providing such sales occur at least one hour prior to the beginning of the lunch period, and at any time following the last lunch period. These sales must not compete with the school lunch program.
4. Food that is sold must meet the health department standard for storage, preparation and service.

Legal Reference: § 20-10-204, MCA Duties of trustees

Policy History:

Adopted on: July 17, 2014

Revised on:

Risk Management

The Board believes that the District must identify and measure risks of loss which may result from damage to or destruction of District property or claims against the District by persons claiming to have been harmed by action or inaction of the District, its officers or staff. The District will implement a risk management program to reduce or eliminate risks where possible and to determine which risks the District can afford to assume. Such program will consider the benefits, if any, of joining with other units of local government for joint purchasing of insurance, joint self-insuring, or joint employment of a risk manager. The Board will assign primary responsibility for administration and supervision of the risk management program to a single person and will review the status of the risk management program each year.

The District may purchase surety bonds for the Clerk, and such other staff and in such amounts as the Board shall from time to time determine to be necessary for honest performance of the staff in the conduct of the District's financial operations.

Liability Insurance

The Board and its agents are immune from suit for their legislative acts as defined in ' 2-9-111, MCA. The Board shall maintain sufficient liability insurance to protect itself against claims for the negligent or wrongful acts of its staff or agents. The amount and terms of such insurance protection shall be regularly reviewed as part of the District's risk management program.

The Board shall hold individual Board members, staff or agents of the District harmless and defend them from any financial loss, including reasonable attorneys' fees, arising out of any act or failure to act, provided that at the time the individual was acting within the scope of his/her responsibilities and in compliance with the policies and procedures of the District.

Legal Reference:	§ 20-6-608, MCA	Authority and duty of trustees to insure district property
	§ 20-3-331, MCA	Purchase of insurance – self-insurance plan
	§§ 2-9-101, et seq., MCA	Liability Exposure
	§ 2-9-211, MCA	Political subdivision insurance
	§ 2-9-501, MCA	Application – bonds excepted

Policy History:

Adopted on: July 17, 2014

Reviewed on:

Revised on:

NONINSTRUCTIONAL OPERATIONS8301
(page 1 of 2)**District Safety**

For purposes of this policy, “disaster means the occurrence or imminent threat of damage, injury, or loss of life or property”.

The Board recognizes that safety and health standards should be incorporated into all aspects of the operation of the District. Rules for safety and prevention of accidents will be posted in compliance with the Montana Safety Culture Act and the Montana Safety Act. Injuries and accidents will be reported to the District office.

The board of trustees has identified the following local hazards that exist within the boundaries of its school district:

[Fire, Earthquake, Avalanche, High Winds, Tornadoes, Intruders, Firearms, etc.]

The Board of Trustees, Supervising Teacher and Granite County Disaster and Emergency Services Coordinator shall design and incorporate drills in its school safety plan to address the above stated hazards. The trustees shall certify to the office of public instruction as requested that a school safety plan has been adopted. This plan and procedures will be discussed and distributed to each teacher at the beginning of each school year. There will be at least eight (8) disaster drills a year in a school. All teachers will discuss safety drill procedures with their class at the beginning of each year and refer to the procedure manual as needed. Drills must be held at different hours of the day or evening to avoid distinction between drills and actual disasters. A record will be kept of all fire drills.

The trustees shall review the school safety plan periodically and update the plan as determined necessary by the trustees based on changing circumstances pertaining to school safety.

The Superintendent will develop safety and health standards which comply with the Montana Safety Culture Act.

School Safety

The board recognizes that safety and health standards should be incorporated into all aspects of the operations of the school and directs the Supervising Teacher or the Principal (the most senior professional) to develop and post rules for safety and the prevention of accidents. These rules shall provide for:

1. Instruction of students and staff in safety and accident prevention;
2. Protective devices where they are required for the safety of students; and
3. Suitable and safe equipment where such equipment is necessary for the conduct of the educational program and the operation of the schools.

These rules for safety and prevention of accidents shall be posted in compliance with Occupational Safety and Health Act (OSHA) requirements. Injuries and accidents shall be reported to the District office.

Safety Program

Surveillance, supervision and training are the key factors in accident prevention. This is true both as it relates to staff and students. The following is presented to assist and improve the safety record of the district:

Responsibilities**Supervising Teacher**

The Supervising Teacher has the primary responsibility to identify safety hazards which may occur between periodic safety inspections, to include safety education as a part of the educational program, and to assure the proper supervision of students. More specifically:

1. Student supervision should start 15 minutes before school begins and end 15 minutes after school ends in the afternoon and is to be provided at noon, morning and afternoon recesses

2. Annually, campus and playground safety rules will be communicated to the staff, the students and the parents.
3. The Administration is responsible to see that accident reports on the appropriate forms are submitted to the Board of Trustees.
4. The Administration should examine all curricula that exposes an unusual risk to students, to assure that with the introduction of any new activity or equipment, safety procedures are outlined prior to use.

Board of Trustees

The Board has the responsibility for the maintenance of a safe educational environment including both facilities and grounds. More specifically, the Board should:

1. Conduct regular inspections of all facilities and grounds for potential safety hazards.
2. Provide instruction to the operations staff as it relates to safe working procedures and the identification of unsafe areas.
3. Review and approve the selection and location of new playground equipment prior to its purchase and installation.
4. See that a fire inspection is conducted in the school buildings at least once every 18 months by the chief of the local fire department or a fire inspector of the Department of Justice
5. Develop an Exposure Control Plan for employees to eliminate or minimize work-related exposure to blood borne pathogens, particularly Human Immune-deficiency Virus (HIV) and Hepatitis B Virus (HBV).
6. Participate in the prosecution of an individual(s) who may disturb any school or school meetings, insult or abuse any school employee or student during the course of the school/work day, or otherwise violate the laws of the State of Montana regarding school disturbance or individual protection for school employees or students.
7. Develop necessary safety and health standards that comply with the Montana Safety Culture Act.
8. Work with the Granite County Disaster and Emergency Services Coordinator.

The Emergency Operations Plan (EOP) and Safety Procedures Plan contains information on the emergency events, procedures and drills. They have been created in conjunction with local officials and will be reviewed every August.

Legal Reference:	§ 20-1-401, MCA	Disaster drills to be conducted regularly
	– districts to identify disaster risks and adopt school safety plan	
	§ 20-1-402, MCA	Number of disaster drills required
	§39-71-1501, et seq., MCA	Montana safety culture act
	§24-30-2501, et seq., MCA	Safety culture act
	§24-1-206, et seq., MCA	Disturbance of schools
	10.55.505 ARM	Safety
	29 CFR 1910.1030	The Blood borne pathogens standard

Cross Reference: 3431 Emergency Treatment

Policy History:

Adopted on: July 17, 2014

Revised on:

To be used for reporting an accident or incident involving students, parents, visitors, etc.

Copies are to be submitted to the Board of Trustees from the District Clerk.

Please complete all items requested on this form

SCHOOL ACCIDENT/ INJURY REPORT

Hall Elementary School District #8

Date of Accident: _____ Time of Accident: _____

Name of Injured: _____ Parent's Name: _____

Age: _____ Male ___ Female ___

School: _____ Grade: _____

Home Address: _____ Home Phone Number: _____

_____ Parent's Work Phone: _____

Location of Accident : _____

Description of Accident: _____

Person In Charge When Accident Occurred: _____

Immediate Action Taken:

___ First-aid Treatment ___ Sent to Supervising Teacher ___ Taken Home ___ Referred to Doctor

___ Sent to Hospital

By whom: _____

Notification:

___ Parent ___ Guardian ___ Doctor ___ Nurse ___ Teacher ___ Other By Whom :

How Notified: _____ When: _____

Disposition:

___ Taken Home ___ Taken to doctor's office ___ Taken to hospital ___ Other _____

Witnesses:

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

Miscellaneous Information: _____

Person Submitting Report: _____

Signed by Supervising Teacher: _____ Contact Phone No. _____

Distribution: Keep a copy for your records and send original to District Clerk

NONINSTRUCTIONAL OPERATIONS

8320

Property Damage

The District will maintain a comprehensive insurance program which will provide adequate coverage, as determined by the Board, in the event of loss or damage to school buildings and/or equipment, including motor vehicles. The comprehensive insurance program will maximize the District's protection and coverage while minimizing costs for insurance. This program may include alternatives for sharing the risk between the District and an insurance carrier and through self-insurance plans.

Privately Owned Property

The District will not assume responsibility for maintenance, repair, or replacement of any privately owned property brought to a school or to a District function, unless the use or presence of such property has been specifically requested in writing by the administration.

Legal Reference: § 20-6-608, MCA Authority and duty of trustees to insure district property

Policy History:

Adopted on: July 17, 2014

Reviewed on:

Revised on:

NONINSTRUCTIONAL OPERATIONS

8400

Sale of Real Property

Unless the property can be disposed of without a vote, the Board has the power to dispose of all District property, only when the qualified electors of the District approve of such action at an election called for such approval or when the trustees adopt a resolution stating their intention to dispose of the property. When the trustees adopt such a resolution, they shall schedule a meeting to consider a resolution to authorize the sale of the real property. The conduct of the meeting and any such subsequent appeals shall be in accord with § 20-6-604, MCA.

The money realized from the sale or disposal of real or personal property of the district must be credited to the debt service fund, building fund, general fund, or other appropriate fund, at the discretion of the trustees.

Legal Reference:	§ 20-6-603, MCA	Trustees' authority to acquire or dispose of sites and buildings – when election required
	§ 20-6-604, MCA	Sale of property when resolution passed after hearing – appeal procedure

Policy History:

Adopted on: July 17, 2014

Reviewed on:

Revised on:

NONINSTRUCTIONAL OPERATIONS

8410

Operation and Maintenance of District Facilities

The District seeks to maintain and operate facilities in a safe and healthful condition. The custodian, in cooperation with teachers and staff, fire chief, and county sanitarian, will periodically inspect the school. The custodian will develop a program to maintain the District by way of a continuous program of repair, maintenance, and reconditioning. Budget recommendations will be made each year to meet these needs and any such needs arising from an emergency.

The custodian will formulate and implement energy conservation measures. Teachers and staff are encouraged to exercise other cost-saving procedures in order to conserve District resources in their buildings.

Legal Reference: 10.55.908, ARM School Facilities

Policy History:

Adopted on: July 17, 2014

Reviewed on:

Revised on:

NONINSTRUCTIONAL OPERATIONS

8420

District-Wide Asbestos Program

It is the intent of the District that the Asbestos Hazard Emergency Response Act (AHERA) and all of its amendments and changes be complied with by all District employees, vendors, and contractors.

Legal Reference: 15 USC § 2641 Congressional findings and purpose
Cross Reference: 9350 District Asbestos Program

Policy History:

Adopted on: July 17, 2014

Reviewed on: August 21, 2014

Revised on:

NONINSTRUCTIONAL OPERATIONS

8421
Page 1 of 2

Lead Renovation

In accordance with the requirements of the Environmental Protection Agency (EPA), the Hall Elementary School District has this Lead Renovation Policy that is designed to recognize, control and mitigate lead hazards at all District owned facilities and grounds.

The Lead-based paint renovation, repair and painting program (RRP) is a federal regulatory program affecting contractors, property managers, and others who disturb painted surfaces. It applies to child-occupied facilities such as schools and day-care centers built prior to 1978.

“*Renovation*” is broadly defined as any activity that disturbs painted surfaces and includes most repair, remodeling, and maintenance activities, including window replacement.

The District has implemented this policy to identify, inspect, control, maintain and improve the handling of lead related issues across the district facilities and grounds. In an effort to reduce potential hazards, the District through training has put together maintenance programs that will not only better protect the environment, but the students and employees of the District as well.

The District’s Lead Renovation Policy shall apply too not only employees of the maintenance department but to outside contractors as well. No outside painting contractor will be permitted to work for the District after April 22, 2010 unless they can show proof of training relative to lead renovation or maintenance from an accredited training institution.

Information Distribution Requirements

No more than 60 days before beginning renovation activities in any school facility of the District, the company performing the renovation must:

1. Provide the Superintendent with EPA pamphlet titled *Renovate Right: Important Lead Hazard Information for Families, Child Care Providers and Schools*.
2. Obtain, from the District, a written acknowledgement that the District has received the pamphlet.
3. Provide the parents and guardians of children using the facility with the pamphlet and information describing the general nature and locations of the renovation and the anticipated completion date by complying with one of the following:
 - (i) Mail or hand-deliver the pamphlet and the renovation information to each parent or guardian of a child using the child-occupied facility.
 - (ii) While the renovation is ongoing, post informational signs describing the general nature and locations of the renovation and the anticipated completion date. These signs must be posted in areas where they can be seen by the parents or guardians of the children frequenting the child-occupied facility. The signs must be accompanied by a posted copy of the pamphlet or information on how interested parents or guardians can review a copy of the pamphlet or obtain a copy from the renovation firm at no cost to the parents or guardians.
4. The renovation company must prepare, sign, and date a statement describing the steps

performed to notify all parents and guardians of the intended renovation activities and to provide the pamphlet.

Recordkeeping Requirements *

All documents must be retained for three (3) years following the completion of a renovation.

- Records that must be retained include:
- Reports certifying that lead-based paint is not present.
- Records relating to the distribution of the lead pamphlet.
- Documentation of compliance with the requirements of the Lead-Based Paint Renovation, Repair, and Painting Program.

**Note: The MTSBA recommends that districts follow the same record retention schedule as they do for Asbestos abatement (forever).*

Legal Reference:	40 CFR Part 745, Subpart E	Lead-based paint poisoning in certain residential structures
	15 U.S.C. 2682 and 2886	Toxic Substances Control Act, Sections 402 and 406

Policy History:

Adopted on: July 17, 2014

Reviewed on:

Revised on:

NONINSTRUCTIONAL OPERATIONS

8425

Service Animals

For the purposes of this policy, state law defines a service animal as a dog or any other animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability. Federal law definition of a disability includes a physical, sensory, psychiatric, intellectual, or other mental disability.

The District shall permit the use of a miniature horse by an individual with a disability, according to the assessments factors as outlined in Policy 8425P, if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability.

The Hall Elementary School District will permit the use of service animals by an individual with a disability according to state and federal regulations. The work or tasks performed by a service animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

The District may ask an individual with a disability to remove a service animal from the premises if:

- The animal is out of control and the animal's handler does not take effective action to control it; or
- The animal is not housebroken

The District is not responsible for the care or supervision of the service animal.

Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of the District's facilities where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go.

Cross Reference:	Policy 8425P	Procedure for allowance of service animals
	Policy 8425F	Service Animals in District Facilities Form
	Policy 2161	Special Education
	Policy 2162	Section 504 of the Rehabilitation Act of 1973
Legal Reference:	28 CFR 35.136	Service Animals
	28 CFR 35.104	Definitions
	49-4-203(2), MCA	Definitions

Policy History:

Adopted on: July 17, 2014

Reviewed on:

Revised on:

Service Animals in District Facilities

Please provide the following information about the service animal.

1. Parent/Staff and/or emergency contact information: _____

2. Type of service animal (breed, age, and history): _____

3. Insurance company insuring the service animal: _____
Attached proof of insurance: Received Not Received
4. Agent name and address: _____
5. Phone number: _____
Proof of current and proper vaccinations: Received Not Received
Documentation of Public Access Test (PAT): Received Not Received
8. Name of trainer or organization who administered the PAT: _____

9. Address of trainer or organization: _____
10. Phone number of trainer or organization: _____
11. List and attach any letters or other documentation from medical providers or other service providers
regarding the student's/staff's need for the service animal: _____
 Received Not Received
12. Has the student/staff member requesting use of the animal been trained as the animal's handler?
 Yes No
If no, who will act as the trained handler for the animal during the school/work day? _____
13. Is the student/staff able to independently care for the service animal's needs (i.e., bathroom, feeding,
cleaning up messes, hygiene, etc.) Yes No
14. Describe the manner in which the service animal will meet the student's/staff's individual needs:

Service Animal Allowance Procedure

The following procedures have been developed which will help guide the administration when a request for the use of a service animal has been presented by an individual with a disability.

Inquiries: The administration shall not ask about the nature or extent of a person's disability, but may make two inquiries to determine whether an animal qualifies as a service animal. The administration may ask if the animal is required because of a disability and what work or task the animal has been trained to perform. The administration shall not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. Generally, the administration may not make these inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

Exclusions: The administration may ask the individual to remove the service animal from the premises if the animal is out of control and the handler does not take effective action to control it, or if the animal is not housebroken. If the administration properly excludes the service animal, it shall give the individual the opportunity to participate in the service, program, or activity without having the service animal on the premises.

Surcharges: The administration shall not ask or require the individual to pay a surcharge, even if people who are accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. If the District normally charges individuals for the damage they cause, the individual may be charged for damage caused by his or her service animal.

Miniature horses assessment factors: In determining whether reasonable modifications can be made to allow a miniature horse into a specific facility, the District shall consider:

- The type, size, and weight of the miniature horse
- Whether the miniature horse is housebroken, and
- Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

Policy History:

Promulgated on: July 17, 2014

Reviewed on:

Revised on:

NONINSTRUCTIONAL OPERATIONS8430
page 1 of 2Records Management

The District will retain, in a manner consistent with applicable law and the state's *Rules for Disposition of Local Government Records*, such records as are required by law or regulations to be created and/or maintained, and such other records as are related to students, school personnel, and the operations of the schools.

For the purpose of this policy, "records" are all documentary materials, regardless of media or characteristics, made or received and maintained by the school unit in transaction of its business. Records include email and other digital communications sent and received.

Records may be created, received, and stored in multiple formats, including but not limited to print, microfiche, audio and videotapes, and various digital forms (on hard drives, computer disks and CDs, servers, flash drives, etc.).

The County Superintendent will be responsible for developing and implementing a records management program for the cataloging, maintenance, storage, retrieval, and disposition of school records. The County Superintendent will also be responsible for developing guidelines to assist school employees in understanding the kinds of information that must be saved and those which can be disposed of or deleted. The County Superintendent may delegate records-management responsibilities to other school personnel at his/her discretion to facilitate implementation of this policy.

All personnel records made or kept by an employer, including, but not necessarily limited to, application forms and other records related to hiring, promotion, demotion, transfer, layoff or termination, rates of pay or other terms of compensation and selection for training or apprenticeship, shall be preserved for 2 years from the date the record is made or from the date of the personnel action involved, whichever occurs later.

Student records must be permanently kept, and employment records must be kept for 10 years after termination.

Litigation Holds for Electronic Stored Information (ESI)

The School District will have an ESI Team. The ESI Team is a designated group of individuals who implement and monitor litigation holds, a directive not to destroy ESI that might be relevant to a pending or imminent legal proceeding. The ESI Team will include a designated school administrator, an attorney, and a member from the Technology Department. In the case of a litigation hold, the ESI Team shall direct employees and the Technology Department, as necessary, to suspend the normal retention procedure for all related records.

Inspections of ESI

Any requests for ESI records should be made in writing and will be reviewed by the Superintendent or designee, in consultation with an attorney if needed, and released in accordance with Montana public records law.

Delegated Authority

The Board delegates to the County Superintendent or designees the right to implement and enforce additional procedures or directives relating to ESI retention consistent with this policy, as needed.

Cross Reference: 1402 School Board Use of Electronic Mail
 3600, 3600P Student Records
 5231, 5231P Personnel Records
 5450 Employee Electronic Mail and On-Line Services Usage

Legal Reference: Montana Secretary of State (Rules for Disposition of Local Government
 Records)
 Federal Rules of Civil Procedure (FRCP)
 § 2-6-403, MCA Duties and responsibilities
 § 20-1-212, MCA Destruction of records by school officer
 § 20-9-215, MCA Destruction of certain financial records
 24.9.805 (4), ARM Employment Records

Policy History:

Adopted on: July 17, 2014

Reviewed on:

Revised on:

NONINSTRUCTIONAL OPERATIONS

8440

Computer Software

Unauthorized copying of any computer software licensed or protected by copyright is theft. Failure to observe software copyrights and/or license agreements may result in disciplinary action by the District and/or legal action by a copyright owner.

No District-owned computing resources should be used for unauthorized commercial purposes.

Policy History:

Adopted on: July 17, 2014

Reviewed on:

Revised on:

**9000 SERIES
SCHOOL FACILITIES**

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Goals, Planning and Educational Specifications**Goals**

The Board recognizes the importance the physical plant plays in enhancing the instructional program. The Board shall develop a program to maintain and/or upgrade the buildings and grounds of the district. Facilities represent a long-term investment of the District. The functional utility of such facilities can be increased with a regular maintenance program monitored by staff.

Planning

The Board further recognizes the importance of planning in order to provide the anticipated facility needs of the future.

In order to provide an appropriate physical environment for learning and teaching, the following factors shall be considered in the planning of District facilities:

1. Facilities will accommodate the educational needs of students and be consistent with the educational philosophy and instructional goals of the District.
2. Facilities will meet all health and safety regulations.
3. The District will seek additional (federal or other ancillary) moneys when available to supplement its own financial resources.
4. Undesirable environmental impact shall be minimized.
5. Changing demographic factors will be monitored in order that students' needs are met.

Educational Specifications

Facilities shall be designed to accommodate the educational and instructional needs of the District. The professional experience and judgment of staff shall be solicited in developing such educational specifications. When the Board considers major remodeling or building a facility, it shall endeavor to seek facility expertise in all affected program areas as well as comments from faculty, students, and community. The law requires that special attention to accessibility of the education program of students of both genders and those with disabilities be given. The Board of Trustees shall see that all construction projects comply with the requirements for accessibility for individuals with disabilities and comparability between the genders. The architect shall be responsible for ensuring compliance with state and federal laws including access for individuals with disabilities and requirements for gender comparability.

Legal Reference: 10.55.2001, ARM School facilities

Policy History:

Adopted on: August 21, 2014

Revised on:

Site Acquisition and Bonds

Site Acquisition

The District will attempt to acquire building sites in advance of the actual construction of facilities, in order to minimize delay in construction projects and to realize financial savings to the District. The Board will periodically review its inventory of land in light of growth trends in the District and make such transactions as it determines shall best meet the future needs of the District.

In acquiring a new site, the Board must first secure the approval of the qualified electorate before any contract for the purpose of such site is entered into, except the Trustees may take an option on a site prior to the site approval election. The Board may acquire property contiguous to a school site in use, without such vote. Site approval also is not necessary if it was specifically mentioned in a fund-raising issue, which was subsequently approved by the electorate.

Bonds

The Board may issue or redeem bonds in any manner as provided by law.

Legal Reference:	§20-6-621, MCA	Selection of school sites, approval election
	§20-6-603, MCA	Trustees' authority to acquire or dispose of sites and buildings - when election required
	§20-9-400, et.seq. MCA	School bonds

Policy History:

Adopted on: August 21, 2014

Revised on:

Architect and Contractor Assurances, Surety Bonds and Insurance

Architect Assurance

When the assistance and services of a professional architect are required, the contract for those services will include:
 PLANNING - The architect will plan and develop the project according to the tenants set forth in this document;
 CONSTRUCTION SUPERVISION - The architect will provide adequate inspection of the contractor(s) activity to assure workmanlike quality in the project. Quality control of materials and workmanship will be the sole responsibility of the architect. Liability for default will be borne by the architect, holding the District blameless for untoward activity during the construction process.

Contractor Assurance

No contract shall be let to any contractor who is not licensed or registered as required by the laws of this state. Nor shall a contractor be granted a contract unless a statement is submitted and sworn to which states that the contractor is in compliance with the state laws relating to prevailing wage and residence requirements for public works and with state and federal laws relating to non-discrimination in hiring. A statement to this effect must be a part of every appropriate contract. No contract shall be let to any contractor if the provision conflicts with the provisions of ' 20-9-204.

Changes and Additional Costs

Conflict arising from changing costs of the constructed project shall be resolved using:
 CHANGE ORDERS - When the District orders any change to the original contract, such fee charge will be negotiated and agreed to in writing, approved by the District, or agent of the District and the contractor.
 ADDITIONAL/UNFORESEEN COSTS - Acts of God, accident or other costs not covered in the original contract shall be limited. The amount shall be negotiated in a formal District hearing, or with the agent of the District and the contractor.

Completion of the negotiation for change will fall to the Architect as agent for the District. The architect will not be held responsible for the outcome of any proposed change to the contracted project unless the change is agreed to without District approval.

Contractor Surety Bonds and Insurance

A bid bond or other security authorized by state law in the amount of at least ten percent of the total bid amount, excluding taxes, must accompany each contractor's bid. Any bid, which is not successful, shall entitle the bidder to a refund of its security or bond. The successful bidder shall have his/her bond or security retained until such a time as it is determined that the bidder shall complete the contract. All bids received shall specify whether the District or the contractor shall carry fire, liability, or other insurance during construction. The successful bidder is required to make, execute and deliver to the Board a good and sufficient performance bond with two or more sureties or a surety company which shall state that the contractor shall execute and faithfully perform the provisions of the contract and shall pay all subcontractors and material men as required by law.

Legal Reference:	§18-1-201, MCA	Requirements for bidder's security
	§18-1-202, MCA	Advertisement for bid to specify required security
	§18-1-203, MCA	Form of security
	§2-2-303, MCA	Agreements to appoint relative to office
	§18-2-402, MCA	Standard prevailing rate of wages
	§18-2-430, MCA	Preference of Montana labor in public works - wages
	§18-2-404, MCA	Approval of contract - bond
	§20-9-204, MCA	Conflicts of interest, letting contracts and calling for bids

Policy History:

Adopted on: August 21, 2014

Revised on:

Sale of Real Property

Unless the property can be disposed of without a vote, the Board has the authority to dispose of all District property. This power shall be exercised only when the qualified electors of the District approve of such action at an election called for such approval or when the Trustees adopt a resolution stating their intention to dispose of the property. When the Trustees adopt such a resolution, they shall schedule a meeting to consider a resolution to authorize the sale of the real property. The conduct of the meeting and any such subsequent appeals shall be in accord with ' 20-6-604, MCA.

Receipts from the sale of real property shall be placed into the debt service fund, building fund, general fund or any combination of these three funds at the discretion of the trustees.

Legal Reference: §20-6-603, MCA

Trustees authority to acquire or dispose of sites and buildings

§20-6-604, MCA

Sale or property when resolution passed after hearing - appeal procedure

Policy History:

Adopted on: August 21, 2014

Revised on:

Operation and Maintenance of District Facilities

The District seeks to maintain and operate facilities in a safe and healthful condition. The Board of Trustees, in cooperation with the Supervising Teacher, Fire Chief, and County Sanitarian shall periodically inspect plant and facilities. The Board shall oversee the District physical plant by way of a continuous program of repair, maintenance and reconditioning. Budget recommendations shall be made each year to meet these needs. Any such needs arising from an emergency shall be dealt with at a meeting of the Board of Trustees.

The Board of Trustees shall formulate and implement energy conservation measures. The Supervising Teacher and staff are encouraged to exercise other cost-saving procedures in order to conserve the resources of the District in their buildings.

Legal Reference: 10.55.2001, ARM School facilities

Policy History:

Adopted on: August 21, 2014

Revised on:

Security

Security means not only maintenance of buildings, but also protection from fire hazards and faulty equipment and safe practices in the use of electrical, plumbing, and heating equipment. The Board requires and encourages close cooperation with local police, fire, and sheriff departments and with insurance company inspectors.

Access to school buildings and grounds outside of regular school hours shall be limited to staff whose work requires access. An adequate key control system shall be established which shall limit access to buildings to authorized staff and shall safeguard against the potential entry of unauthorized persons.

Records and funds shall be kept in a safe place and under lock and key when required.

Locks and other protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed when appropriate to the individual situation. All incidents of vandalism and burglary shall be reported to the Board of Trustees immediately and to law enforcement agencies as appropriate.

Equipment Security

District equipment shall be under the control of the Supervising Teacher, (the most senior professional) and will be checked out by him/her during the school year. There will be a record of who has it, where it is, and when it is to be returned.

The person using the equipment must know how to use it and the appropriate safety precautions required. Students cannot allow others to operate District equipment without the express approval of the Supervising Teacher.

Care of School Property

The Supervising Teacher and staff shall insure that District property is not abused. Students or non-students who abuse school property may be disciplined and costs assessed for property abuse. Liability for the damage incurred will fall on those responsible for the abuse. A District hearing may be required to assess blame and costs.

The following steps shall be taken upon evidence that school property has been damaged or lost, whether or not the action was willful:

1. Damage of any nature to school property shall be reported to the Supervising Teacher.
2. A Damage or Loss Report shall be submitted to the Board of Trustees. In the event of a break-in, whether damage is noted or not, the Board shall report the occurrence to a law enforcement agency. Care shall be taken to avoid disturbing evidence that may be associated with the break-in.
3. An investigation to establish the individuals responsible for acts of vandalism or theft shall be initiated.
4. A professional shall estimate repair or replacement costs for damage.
5. Parents shall be informed, in writing, regarding the nature of the damages, how restitution may be made, and how appeal may be initiated.
6. The Clerk of the District, upon receipt of the damage or loss report, shall bill the student's parents for the repair or replacement costs. Some emergency work may be required prior to all of these steps. That bill shall also go to the guilty party.
7. The Clerk shall notify the District's property insurer as soon as possible.
8. Copies of the parent notification along with estimate of damages shall be sent to the Board of Trustees and the Supervising Teacher, District Superintendent (the most senior professional).
9. The Supervising Teacher will review any appeal made by the student and/or parents.
10. The student and/or parents shall be advised that they may appeal the decision of the Supervising Teacher at the next regular meeting of the Board (see Policy #3520). No further appeal shall be allowed.

Legal Reference:	§20-5-201, MCA §50-61-114, MCA	Duties and sanctions Fire chief and county sheriff to make inspections
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Policy History:

Adopted on: August 21, 2014

Revised on:

Facilities Operations

The operation of the District's facilities shall be the responsibility of the Board of Trustees or their designee.

An adequate staff of custodial personnel will be employed by the District to operate the District's facilities. This responsibility shall include, but not necessarily be limited to the following:

1. Adequate and timely operation of each facility's heating system.
2. Proper care of the District's physical properties including walls, floors, roofs, ceilings and equipment in those facilities.
3. Adequate care of and timely lamp replacement in each facility's lighting system.
4. Proper care of the grounds and playgrounds.
5. Proper testing of water supply.

Because of the nature of facility operations, this service shall be provided not only during the normal scheduled working day and working year, but shall also occur during those times when the building is occupied outside of regular hours.

Policy History:

Adopted on: August 21, 2014

Revised on:

District Asbestos Program

It is the intent of the District that the Asbestos Hazard Emergency Response Act (AHERA) dated October 30, 1982, and all of its amendments, alterations and changes be complied with by all district employees, vendors and contractors. To that end, Hall Elementary School District #8 has contracted with an appropriate consultant to bring the school into compliance. Asbestos abatement manuals shall remain in all school-owned buildings. Anyone needing to access an area in the building containing asbestos must first receive permission from the Supervising Teacher and then complete the appropriate waiver of liability form in the abatement plan book.

Access will be given only to those individuals who utilize proper care so as not to disturb Asbestos Containing Material (ACM). All individuals must wear appropriate respirators in ACM areas as per the Asbestos Hazard Emergency Response Act (AHERA) regulations. Under the direction of the abatement consultant, the Board of Trustees shall take appropriate action to ensure that all violations are remedied.

In addition the Board of Trustees will:

1. Ensure that all employees, building occupants, or their legal guardians are informed at least once each school year about inspections, response actions and post-response activities including periodic re-inspection and surveillance activities that are planned or in progress;
2. Aid in the design and implementation of the operation and maintenance portion of the asbestos program;
3. Ensure that warning labels are in place as required by the act;
4. Ensure that the three-year re-inspections occur on time and in accordance with the act;
5. Monitor and ensure that the management plan is updated as required by the act;
6. Maintain records of the following:
 - a. All inspections and periodic surveillances;
 - b. All cleaning of friable areas;
 - c. All disturbances of friable ACM by short term workers and others;
 - d. All minor and major fiber releases;
 - e. All minor and major abatements;
 - f. The transportation and burial of all asbestos.
7. Maintain a copy of the plan available to staff and public in the school;

Cross Reference: 8420 District-wide Asbestos Program

Policy History:

Adopted on: July 14, 2011

Revised on: August 21, 2014

APPENDIX E

Administrative Assistant

The Board of Trustees may hire an Administrative Assistant. This position will be a temporary-part-time position.

Duties and Responsibilities

The Administrative Assistant will:

1. Evaluate the teaching staff.
2. Assist in the operation of the school.
3. Report directly to the board of Trustees.
4. Other duties the Board of Trustees deem appropriate.

Supervising Teacher

The supervising Teacher will supervise one (1) or two (2) other classroom teachers, and instructional aide, and if hired, the music teacher, one (1) custodian and work with the Special Education Cooperative staff and aid. The Supervising teacher works with and under the direction of the Board of Trustees and carries out programs in accordance with the Montana State Accreditation Standards.

Duties and Responsibilities

The Supervising Teacher:

1. Shall be directly responsible to the Board of Trustees
2. Transmits all communication from the Board to members of the school staff and acts as a liaison officer between the Board and staff.
3. Attends regularly scheduled board meetings and other meetings intended for the betterment of education and also any meetings that may be prescribed by the Board.
4. Recommends items for the school budget, so the Board may consider and approve.
5. Recommends to the Board items necessary for the care and maintenance of the buildings and grounds.
6. Assists in preparing a schedule for all classes and a duty schedule for all teachers and school personnel involved.
7. Maintains an activity calendar
8. Conducts fire drills according to Montana School Law and records the date in his/her Teacher's Register.
9. Prepares school correspondence that pertains to classroom and school activities.
10. Supervises, advises, and appraises the quality of service rendered by all employees, certified and non-certified and makes suggestions for improvement.
11. Assists in selection of the type of in-service training for the staff.
12. Provides leadership in the development and implementation of the curriculum of the school
13. Prepares such reports as necessary for the Board of Trustees, the County Superintendent and the State Office of Public Instruction.
14. Has the authority to suspend from the privileges of the school any pupil guilty of gross mis-conduct or continual insubordination to and school regulation until the Board can make a decision.
15. The Supervising Teacher, in cooperation with other Teachers will schedule the recess and noon-duty roster for all teachers and aides.
16. Shall keep their certificate current under the rules of certification required by the State Office of Public Instruction.
17. Will plan and have Board approve field trips. No personal business will be done by teachers while on field trips, each field trip scheduled will require a permission slip signed by the parents or guardian, parents transporting students to activities may bring pre-schoolers, those students who are ineligible or unable to attend field trips are to be supervised at the school during regular school hours unless special provisions are made in advance.
18. Will dress in a professional manner and in good taste while on duty.

Classroom Teacher

Duties and Responsibilities

The Teacher will:

1. Endeavor to promote a harmonious efficiency in their classes, and in all other professional contacts, keeping in mind always the ultimate goal of every pupil.
2. Maintain a wholesome atmosphere for learning in their classrooms at all times.
3. Supervise activity in the classrooms, and the school building as a whole, so that students will not litter the floor, nor mark the walls, desks, bulletin board, or other property belonging to the school.
4. Be on duty one half hour before and after classes of each school day unless previously arranged with the Board. The Supervising Teacher, in cooperation with other Teachers will schedule the recess and noon-duty roster for all teachers and aides.
5. Discipline pupils misconduct in ways which fit the offence and which serve the educational ends except in unusual cases. Any Teacher shall have the authority to hold any pupil to a strict accountability for and disorderly conduct in the school, on the way to or from school, or during noon or recess time. Actively participate in and follow the Montana Behavioral Initiative (MBI) school wide behavioral plan.
6. Make complete, accurate, and prompt records and reports as may be required by the Supervising Teacher, County Superintendent of Schools or the Board of Trustees.
7. Attend all meetings and workshops called by the Supervising Teacher, Board of Trustees, and the County Superintendent of Schools unless there is a scheduling conflict and previous arrangements have been made.
8. Maintain an individual folder for each student. The folder will contain worksheets and other materials that reflect the student's abilities and progress during the school year.
9. Curriculum choices and pacing timelines for each subject will be developed by the Classroom Teacher and approved by the Supervising Teacher.
10. Have written lesson plans readily available and understandable if a substitute teacher is unexpectedly needed. Lessons should be planned for a week in advance, must include a pacing timeline for the school year and be approved weekly by the Supervising Teacher. The pacing timeline will be presented at the monthly regular scheduled school board meetings.
11. Shall keep their certificate current under the rules of certification required by the State Office of Public Instruction. Shall follow policy as adopted by the Hall School Board of Trustees including but not limited to cell phone, dress and discipline.
12. Will plan and have Board approve field trips. No personal business will be done by teachers while on field trips, each field trip scheduled will require a permission slip signed by the parents or guardian, parents transporting students to activities may bring pre-school age children, those students who are ineligible or unable to attend field trips are to be supervised at the school during regular school hours unless special provisions are made in advance.

Resource Room Aide

Duties and Responsibilities

1. The Resource Room Aide will have such qualifications as the Board may find appropriate and acceptable.
2. Shall report to Cooperative Special Education Teacher/ Classroom Teacher
3. Shall reinforce the academic skills of the students identified for participation in the resource program.
4. Works with the Resource Teacher in planning and developing lesson plans.
5. Works with the students on academic skill deficient areas as identified by the Individual Education Plan.
6. Corrects papers, keeps records of student progress, improvises ways to improve the instructional program.
7. Operates equipment as assigned.
8. Performs duties assigned by the Resource Teacher.
9. Acts in a professional manner at all times.
10. Maintains confidentiality.
11. Salary and work year to be established by the Board of Trustees.
12. Performance of this job will be evaluated annually.

District Clerk

Duties and Responsibilities

1. Perform the duties of the position as described by statute 20-3-325 in the School Laws of Montana and any other such duties as authorized or described by the Board of Trustees.
2. Attend all regular meetings and special meetings and keep an accurate and permanent record of the proceedings.
3. Conduct the financial administration of the district, maintain accurate and detailed accounting records of all receipts and expenditures for all budgets and cash fund, prepare financial reports as required by law or determined necessary for proper operation and maintenance, be in charge of payroll administration and accounts payable.
4. Be the custodian of all documents, records, and reports of the Board of Trustees.
5. Assist the Supervising Teacher in filling out various government forms.
6. Take care of issuance and collecting of any new reports that come up during the school year.
7. Receive and sent out any orders for supplies or materials that have been approved, and which were submitted by the teaching staff or custodian of the Board of Trustees.
8. On consent of the Board, hand out school key to any group having permission for use of the school building. Collect monies from group using the building.
9. Perform duties as described in 20-4-201; 20-4-401; 20-9-165; 20-9-221; 20-9-221; 20-9-433; 20-9-442; 20-20-401; 20-9-203.