

# **4000 Series**

## **Community Relations**



**4000 Series**  
**“COMMUNITY RELATIONS”**  
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# **Jefferson High School District #1**

## **COMMUNITY RELATIONS**

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COMMUNITY RELATIONS

4000

Goals

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

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

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

Policy History:

Adopted on: February 2007

Revised on:

## COMMUNITY RELATIONS

4120

Public Relations

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

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

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

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

Policy History:

Adopted on: February 2007

Revised on:

District Social Media Presence

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

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

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

- 1) Superintendent
- 2) Principal
- 3) Activities Director
- 4) Appointed staff

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

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

Legal Reference:

Policy History:

Adopted on:

Revised on:

*Revision Note:*

School-Support Organizations, Boosters and Fundraising

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

School-Support Organizations

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

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

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

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

8. A recognition that the School District reserves the right to reject any and all donations.

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

#### Individual Boosters or Donors

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

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

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<sup>1</sup> The School District may not accept booster organization assistance that creates vast gender differences or a school board may face claims that it has violated Title IX. Title IX's focus is on equal funding opportunities, equal facility availability, similar travel and transportation treatment, comparable coaching, and comparable publicity (34 C.F.R. Part 106).

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



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

#### Fundraising

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

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

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

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

#### Policy History:

Adopted on: February 2007

Revised on: April 15, 2008 March 2018

- 1 *Note: School-support Organization section was revised to add language on open and*
- 2 *unrestricted membership, language regarding parent organizations and booster clubs use of*
- 3 *School District logo, and adds language regarding person designated as liaison for these*
- 4 *organizations. It also encourages building staff participation.*

School-Support Organizations

Persons proposing to establish a school-connected organization shall submit a request to the Board of Trustees for authorization to operate at the school. The request for authorization shall contain:

1. The name and purpose of the organization
2. The date of application
3. Bylaws, rules, and procedures under which the organization will operate, including procedures for maintaining the organization's finances, membership qualifications, if any, and an agreement that the group will not engage in unlawful discrimination
4. The names, addresses, and phone numbers of all officers
5. A list of specific objectives
6. An agreement to grant the district the right to audit the group's financial records at any time, either by district personnel or a certified public accountant
7. The name of the bank where the organization's account will be located and the names of those authorized to withdraw funds
8. The signature of the Superintendent of the supporting school
9. Planned use for any money remaining at the end of the year if the organization is not continued or authorized to continue in the future
10. An agreement to provide evidence of liability insurance as required by law (BP 4330 - Use of School Facilities)

Requests for subsequent authorization shall be presented to the Superintendent or designee annually, along with a financial statement showing all income and expenditures from fund-raisers. If the Superintendent or designee proposes to deny the request for reauthorization, he/she shall present his recommendation to the Board for approval.

School-connected organizations are prohibited from hiring or directly paying district employees. Organizations may make donations to the district to cover the costs of additional employees, but only if such positions are approved in advance by the Board. At their discretion, employees may volunteer to perform activities for school-connected organizations during non-working hours.

Legal Reference:

Policy History:

Adopted on: April 15, 2008

Revised on:

*Revision Note:*

District and School Name, Logo, Imagery, and Colors

Use of the District's name, a District school's name, or a District school's team name or mascot or any logo or imagery attributable to the District by any group, individual, business, entity, or organization may occur only after securing the Board's written approval as documented during a duly constituted Board meeting. Unauthorized use of the District school's team name, mascot, logo, or imagery is strictly prohibited. The District reserves the right to seek all available legal remedies for unauthorized use of the District school's name, logo, mascot, or imagery.

Legal Reference:

Policy History:

Adopted on: August 2021

Revised on:

*Revision Note:*

COMMUNITY RELATIONS

4301

Visitors to Schools

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

Cross Reference: 4313 Disruption of School Operations

Policy History:

Adopted on: February 2007

Revised on: March 2020

COMMUNITY RELATIONS

4310

Public Complaints and Suggestions

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

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

Cross Reference: 1700 Uniform Complaint Procedure

Policy History:

Adopted on: February 2007

Revised on:

COMMUNITY RELATIONS

4313

Disruption of School Operations

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

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

Cross Reference: 4301 Visitors to Schools

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

Policy History:

Adopted on: February 2007

Revised on:

COMMUNITY RELATIONS

4315

Visitor and Spectator Conduct

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

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

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

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

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

Policy History

Adopted on: February 2007

Revised on: March 2020, May 2021, July 2021



## COMMUNITY RELATIONS

4316

Accommodating Individuals With Disabilities

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

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

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

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

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

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

Cross Reference: 1700 Uniform Complaint Procedure

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

Policy History:

Adopted on: February 2007

Revised on:

COMMUNITY RELATIONS

4320

Contact With Students

Students are entrusted to the schools for educational purposes. Although educational purposes encompass a broad range of experiences, school officials must not assume license to allow unapproved contact with students by persons not employed by the District for educational purposes.

Teachers may arrange for guest speakers on appropriate topics relative to the curriculum. The principal may approve school assemblies on specific educational topics of interest and relevance to the school program. The District normally does not permit other types of contact by non-school personnel.

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

Policy History:

Adopted on: February 2007

Revised on: March 2020

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.

Policy History:

Adopted on: February 2007

Revised on:

## COMMUNITY RELATIONS

4330

Community Relations, Community Use of School Facilities

The District recognizes the importance and value of the school facilities to the public and is committed to providing public access to district facilities to the greatest extent possible while still

- providing primary facility availability for school activities
- being mindful of district budget and expense limitations
- providing adequate safeguards for the care and maintenance of the facilities and persons using the facilities.

Other than the regular conduct of school district teaching, athletics and activities for students, the types of use that can be approved in District facilities and their requirements include but are not limited to:

	Current District Students Only	Open to anyone	Must be 16 or older	Requires paid district employee supervision	Requires approved supervisor	Covered by District Insurance	May require private insurance	Requires facilities agreement	Student Coaching can occur	May require rental fee
Student Open Gym	X			X		X				
Community Open Gym		X		X		X				
MHSA Open Gym	X			X		X				
Adult Education activity			X		X	X				
Private individual					X		X	X		X
Private organization					X		X	X		X

**Student Open Gym** and **Adult Education** activities are scheduled and coordinated through the regular instructional and activities/athletics program.

Generally, Montana High School Association (MHSA) Rules and Regulations preclude coaching of a student at events other than school practices and contests. Exceptions do exist, however, and the interested person should contact the Facilities Director for more information or consult the MHSA Official handbook.

**Community Open Gym** is scheduled and coordinated through the office of the Facilities Director as part of planning for all school activities. As a school-sponsored event, Community Open Gym must be supervised by a non-student adult supervisor paid by the district. Due to this expense, the availability of Community Open Gym will be limited. The District goal is to provide at least one two-and-a-half hour Community Open Gym on a regular basis per month

## COMMUNITY RELATIONS

4330

or more as facility availability and budget permit.

**Private individual and private organization** use of district facilities is coordinated through the office of the Facilities Director. A facilities agreement is required (Form 4330F1). Private general liability insurance may be required. Rental fees, deposits and cleaning fees may be required. On-site supervision provided by an approved non-student adult supervisor for the setup, event and clean-up may be required. Organizations or individuals found to have violated this policy or its associated Facility Use Agreement, Rules and Regulations for Facility Use, or any other district policy while using a district facility may have their privilege to use the facility suspended for a period of time or revoked indefinitely at the discretion of administration. Appeal of a suspension or revocation decision may be made to the Board but the Board decision is final.

Each spring, the Facilities Director will publish the dates during the upcoming summer and school year for which the school south gym may be available for non-school use and will coordinate the schedule and use of the gym throughout the year and maintain an updated schedule. Availability of other District facilities and grounds will be determined by the Facilities Director upon request. The Facilities Director will maintain a list of non-student adult individuals approved to act as event facility supervisors.

The current facility schedule will be posted by the Facilities Director at the front entrance to the school and at the entrance to the south gym at all times.

A permanent sign will be displayed at the entrance to the school and at the entrance to the south gym with information on how to arrange for facility use and the most important rules and regulations for facility use.

Policy History:

Original Revoked: October 2011

Adopted on: October 2011

Revised on: May 2013, July 2022

*Revision notes: Revision added the phrase “non-student adult” to the requirements for supervision, added contact information and “additional items” section to training checklist and to other areas of policy to match, added policy history to pages.*

PRIVATE INDIVIDUAL OR ORGANIZATION SCHOOL FACILITY USE AGREEMENT

Name of Organization or Individual		Facility Requested	
Address		Date and Hours of Use	
Phone		Purpose of Use	
Email Address		Anticipated # of Participants	
Attendance or Admission Fees		Dollar Amount of Attendance or Admission	
Does User have liability insurance for this event		Liability Insurance Carrier and Policy Number, Agent Name	

The organization or individual signing this agreement (hereinafter referred to as "User") assumes responsibility for seeing that the terms of this agreement and the rules and regulations as specified on the accompanying "Rules and Regulations" sheet are followed.

User agrees to pay the District \$\_\_\_\_\_ as rent for the facility and as payment for special services, if any, plus the amount of \$\_\_\_\_\_ as a cleaning deposit. This shall be due ten days in advance of the event. All costs for damage to the building or its contents resulting from this use of the facility will be reimbursed to the district by User at the actual cost of repair or replacement within 10 days of User being presented with a request for reimbursement by the District. **User agrees to additionally pay the District for custodial services needed to return the facility to its regular condition. The charge for these custodial services is \$30 per labor hour with a one-hour minimum.** Should the User vacate the facility already cleaned and in its regular condition, the cleaning deposit if any will be refunded.

User agrees to provide adequate non-student adult supervision of the facility and event attendees to ensure proper use and care of the facilities including at least one non-student adult District-approved supervisor whose name must be confirmed to the school prior to the event. The list of approved non-student adult supervisors is available from the Facilities Director. User and/or supervisor shall ensure that only the portion of the District facility specified above in "Facility Requested" shall be used unless permission is given by a school official. Supervisor will be in attendance during the entire event including setup and cleanup.

User required to provide separate liability insurance:      Yes      No

*If "yes," refer to "Insurance Requirements for Facility Use" document and attach required information to this application.*

*If "No," initial to acknowledge that User understands and accepts all risk and liability for*

*damage or injury to the facility and its contents, any property of any kind, and/or any person resulting from User's or attendees use of the facility and that the District will not be liable and District liability insurance will not apply. (initial)*

User guarantees that they shall indemnify, defend, and hold harmless the District and any of its employees or agents, from any and all liability, expenses, costs (including attorneys' fees), damages, and/or losses arising out of injury or death to any person or persons or damage to any property of any kind in connection with the Users' use of the District facility. User agrees to abide by non- discrimination clauses as contained in the Montana Human Rights Act and the Governmental Code of Fair Practices.

Additional requirements if any:

Additional needs (AV equipment, kitchen, microphones):

The District reserves the right to cancel this agreement if at any time it is determined by the District that the facilities are needed for school purposes.

Signed:

Approved by:

User (date)

JHS Administrator (date)

**Form History:**

*Promulgated on: October 24, 2011, Revised on: May 2013, August 2022*

SCHOOL FACILITY USE AGREEMENT RULES AND REGULATIONS

The organization or individual (the "User") signing this assumes responsibility for seeing that these rules and regulations are followed during the course of their use of a school facility:

- 1) Rental Fees are \$200 for each main area rented. Cleaning Deposits are \$100 for each main area rented. A Custodial Fee of \$30 per hour will be assessed if the facility requires any additional cleaning by custodial staff after the conclusion of the event with a one hour minimum. Fees may be waived for private non-profit groups or individuals that do not charge attendance or admission fees. Cleaning Deposits and Custodial Fees may not be waived.
- 2) The use of the school premises may be denied when in the opinion of the Superintendent or the Board of Trustees the use may be construed to be solely for commercial purposes, there is a probability of damage or injury to school property, or if the activity is deemed to be improper to hold in a school.
- 3) In case of loss or damage to school property or any person, in connection with the User's use of the facility, the organization or individual signing the "School Facility Use Agreement" shall be fully responsible and liable.
- 4) The District reserves the right to require a certificate of insurance from the User. If a certificate is required, said certificate requirements are specified on the "Insurance Requirements for Facility Use" document.
- 5) No alcoholic beverages, tobacco, nicotine products, or other drugs are sold or consumed on the premises by the requesting organization or individual or any of its employees, patrons, agents, members, guests, or attendees.
- 6) No profanity or other disrespectful or disruptive language or gestures may be used; no quarrelling, fighting, or gambling is permitted.
- 7) No illegal games of chance or lotteries will be permitted.
- 8) No handguns, knife blades or weapons of any kind may be brought to or used in a District facility without prior administrative approval.
- 9) Middle school, elementary, and younger kids must be accompanied by an adult.
- 10) No horseplay. No dunking or hanging on the rims. Only clean gym shoes may be worn on the gym floor.
- 11) No alteration of the premises or changes in the use of such premises or movement of fixtures or furniture shall be made without specific written consent of the District.
- 12) Premises to be left in clean condition. All doors are to be locked before leaving.
- 13) Adequate non-student adult supervision must be provided by the User to ensure proper care and use of District facilities including the use of a District-approved event supervisor if required in the Facility Use Agreement for this event. The User and/or Supervisor must remain in attendance during the event including setup and cleanup. If the superintendent finds it necessary that police or other security personnel be retained for crowd control, such requirement may be added as a condition of use of the facility at User expense.
- 14) Doors will not be propped open. Only the portion of the building arranged to be used may be entered. Locker rooms are to remain locked.



- 15) No hazardous materials, including but not limited to, flammable materials or liquids, fireworks, pyrotechnic devices, explosives, poisonous materials or plants, strong acids or caustics, or dangerous animals will be brought on to the premises or used in any way while occupying any portion of any District property unless permission is given in advance by a school official.
- 16) Wax or other preparations ordinarily used on dance floors is not to be used on gymnasium floors.
- 17) User must give written notice to the District of any accident resulting in bodily injury or damage to property of the School or others occurring on the premises or in any way connected with the use of School premises within 24 hours of the accident. The notice must include details of the time, place and circumstances and the names and addresses of any person(s) witnessing the accident.
- 18) Persons or groups not following these rules must be made to immediately leave the facility by the event Supervisor.
- 19) Organizations or individuals found to have violated the District Facility Use Policy, the Facility Use Agreement, Rules and Regulations for Facility Use, or any other district policy while using a district facility may have their privilege to use the facility suspended for a period of time or revoked indefinitely at the discretion of administration. Appeal of a suspension or revocation decision may be made to the Board, but the Board decision is final.
- 20) User(s) are to observe the following additional conditions:

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Signed:

Approved by:

\_\_\_\_\_  
User (date)

\_\_\_\_\_  
JHS Administrator (date)

Form History:

*Promulgated on: October 2011*

*Revised on: May 2013, July 2022*

SCHOOL FACILITY USE APPROVED SUPERVISOR TRAINING LIST

Name:	
Address:	
Phone and Email:	

**JHS Facilities Approved for:**

- ☐ All JHS buildings and grounds
- ☐ South Gym
- ☐ North Gym and Cafeteria
- ☐ Classroom wing
- ☐ Grounds

**Contact Phone Numbers**

- ☐ Safety and Health emergencies: 911
- ☐ Jefferson County Sheriff: 225-3694
- ☐ Principal \_\_\_\_\_
- ☐ Activities Coordinator: \_\_\_\_\_

**Training Areas**

☐ **Security**

- ☐ Access Codes/Keys
- ☐ Doors
- ☐ Alarms
- ☐ Gates, Barriers
- ☐ Fire escape and response plan
- ☐ Exits
- ☐ MSDS/Hazmat
- ☐ Emergency procedures and contact information
- ☐ Appropriate methods for dealing with individuals or groups that break rules

☐ **Facility Use Agreement and Rules and Regulations**

☐ **Maintenance**

- ☐ Supplies and Equipment location and use
- ☐ Heating/Cooling
- ☐ Lighting

☐ **Special Equipment**

- ☐ Location and use
- ☐ Approval for use requirements
- ☐ Setup and take down

**Additional Items**

- ☐ Use/turn-in a sign-in sheet
- ☐ No foul language
- ☐ Locker rooms are to remain locked
- ☐ Clean gym shoes only
- ☐ No tobacco use or alcohol
- ☐ Middle school, elementary and younger kids must be accompanied by an adult

- ☐ Report all incidents to school administration including accidents or damage
- ☐ No dunking or hanging on rims
- ☐ No horseplay
- ☐ Make sure area is clean before leaving
- ☐ Check all doors to make sure they are locked.

By initialing below, Supervisor indicates that they understand and agree that when they are the designated Supervisor for an event they must remain on duty and present in the facility for the entire event including any setup or cleanup prior to or after the event.

\_\_\_\_ Supervisor initials

Facility Use Supervisor training provided on \_\_\_\_\_ by: \_\_\_\_\_

Approved by:

\_\_\_\_\_  
JHS Administrator (date)

Form History:

Promulgated on: October 24, 2011

Revised on: May14, 2013

INSURANCE REQUIREMENTS FOR FACILITY USE APPLICATION/PERMIT

The District may, in the sole discretion of the Superintendent or the Board of Trustees, require a User of District facilities to provide proof of insurance coverage for the event. In determining whether to require such insurance, the Superintendent or Board will consider such factors as whether the event is being held for commercial purposes and/or if there is a probability of damage or injury to school property and any other factors having to do with the facility and its contents or individuals using the facility.

When required by the District, the User of the facility shall provide the School District with a certificate of insurance. Said certificate shall name the School District as an additional insured. Such certificate shall show coverage for comprehensive general liability insurance for injuries to or death of any person or damage to or loss of property arising out of or in any way resulting from the use of the facility. Said insurance shall provide for amounts not less than \$1,000,000 for bodily injury or death to any one person, \$1,000,000 for all bodily injuries and death resulting from any one accident and \$1,000,000 for property damage in any one accident or the policy may provide a combined single limit for bodily injury and property damage of \$1,000,000. Said certificate shall also contain information regarding the coverage for worker's compensation or self insured status as per Montana insurance guidelines. Said certificate shall contain a provision that the insurer not cancel or refuse to renew without giving the School District written notice at least 10 days before the effective date of the cancellation or non-renewal.

In an effort to give guidance to administration and the community regarding when separate insurance might be required, the Board has compiled the following examples. This is not a definitive list and these decisions will be made by administration or the Board on a case by case basis.

Types of events that would not usually require insurance include but are not limited to:

- District resident or group use (individuals, families, bake sales, Scouts, 4H, County Health, local funerals, community public forums)
- Local non-profit organizations (Booster Club, Local Development Corporation, Boulder Area Chamber, Christmas Bazaar)
- Similar low risk events

Types of events that would usually require insurance include but are not limited to: Commercial for profit or revenue-generating events (Tool sales event, professional performance events)

- Any event with potential risk to the district facilities (Donkey Basketball, circuses)
- Any event for any organization that maintains event or medical liability insurance so that their insurance is primary to ours
- Events with some risk but that provide proof of their own organization's insurance

that would cover this event (Little Guy Wrestling, Collegiate-sponsored or other sports camps or clinics, Helena Titans, Spay/Neuter Clinic, Red Cross Blood Drawing, other school's events)

Procedure History:

Promulgated on: October 24, 2011

Revised on: May 14, 2013

LANGUAGE REGARDING FACILITY USE TO BE INCLUDED IN ALL HANDBOOKS

This language regarding Open Gym, Facility Use, Weight Room will be used in all Handbooks (Coaches, Student, Student Activity and any others)

District Facility Use

Use of all District facilities, including the school building, gyms, weight room, playing fields, and gym is coordinated through the office of the Facilities Director. District policy requires that all use of District facilities be pre-approved by the Facilities Director. Facility use for events not sponsored by the District may require rental fees, cleaning deposits, and separate insurance. Contact the Facilities Director to find out when any Open Gym's are scheduled or to arrange for use of any District facility by calling the main school number 406-225-3317.

Procedure History:

Promulgated on: October 2011

Revised on: May 2013, August 2022

LANGUAGE FOR INFORMATIONAL SIGN AT ENTRANCE TO SCHOOL AND  
ENTRANCE TO SOUTH GYM

Welcome to Jefferson High School.

Use of District facilities and grounds by the public for non-school purposes is encouraged but must be pre-arranged through the office of the Facilities Director. You may contact the Facilities Director by calling the main school number at 406-225-3317.

Ground Rules for District Facility Use

- ☐ Use of the facility must be pre-approved by the Facilities Director.
- ☐ Use of District facilities must be supervised by an approved non-student adult District facility supervisor.
- ☐ Facility use fee of \$200 for each main area may be required. Cleaning deposits of \$100 for each main area are required. Custodial fees of \$30 per hour with a one hour minimum are required for any extra cleaning the custodial staff must do after the conclusion of the event.
- ☐ Only the portion of the facility and/or equipment that has been approved for use may be used.
- ☐ Only those persons or group who have been approved may use the facility.
- ☐ Middle school, elementary and younger children must be accompanied by an adult.
- ☐ Care and respect for District property must be observed.
- ☐ No profanity or other disrespectful or disruptive language or gestures may be used.
- ☐ No alcohol, tobacco, nicotine products or any illegal substance may be used or brought to a District facility.
- ☐ No handguns, knife blades or weapons of any kind may be brought to or used in a District facility without prior administration approval.
- ☐ No door may be left propped open during facility use.
- ☐ Only clean gym shoes may be worn on the gym floor.
- ☐ No horseplay, no hanging or dunking on rims.
- ☐ Facilities must be left in good and clean condition and all doors locked.
- ☐ The school reserves the right to cancel approval for use of the facility on short notice if needs for school use arise.
- ☐ Persons or groups not following these rules or those rules contained in the Facility Agreement will be made to immediately leave the facility.
- ☐ Organizations or individuals found to have violated these Ground Rules, the District Facility Use Policy, the Facility Use Agreement, Rules and Regulations for Facility Use, or any other district policy while using a district facility may have their privilege to use the facility suspended for a period of time or revoked indefinitely.

- 1        ☐ ANY DAMAGE OR INJURY TO THE FACILITY, EQUIPMENT, OR PERSONS IS  
2        THE SOLE RESPONSIBILITY OF THE USER AS AGREED IN THE FACILITY  
3        USE AGREEMENT.

4        Procedure History:

5        Promulgated on:                      October 2011

6        Revised on:                              May 2013, July 2022



Use of School Property for Posting Notices

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

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

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

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

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

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

Cross Reference: Policy 3222 Distribution and Posting of Student Materials

Policy History:

1 Adopted on: February 2007

2 Revised on: August 2021

3

4 *Note: Included “F” in this revision, but Board declined to insert the word “firearms” in “F”.*

COMMUNITY RELATIONS

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Conduct on School Property

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

1. Injure or threaten to injure another person;
2. Damage another's property or that of the District;
3. Violate any provision of the criminal law of the state of Montana or town or county ordinance;
4. Smoke or otherwise use tobacco or nicotine products, including alternative nicotine and vapor products as defined in 16-11-302, MCA, or other similar products;
5. Consume, possess, or distribute alcoholic beverages, illegal drugs, or marijuana;
7. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property;
8. Enter upon any portion of school premises at any time for purposes other than those which are lawful and authorized by the Board; or
9. Willfully violate other District rules and regulations.

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

Firearms and Weapons

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

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

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

COMMUNITY RELATIONS

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

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

Definitions

Option 1: For the purposes of this policy, "school building" means a combination of any materials, whether mobile, portable, or fixed, to form a structure and the related facilities for the use or occupancy by persons or property owned or leased by a local school district that are used for instruction or for student activities as specified in Section 50-60-101(2), MCA and Section 45-8-361, MCA. The term is construed as though followed by the words "or part or parts of a building" and is considered to include all stadiums, bleachers, and other similar outdoor facilities, whether temporary or permanently fixed.

Cross Reference: Policy 3311 Firearms and Weapons

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

Policy History:

Adopted on: February 2007

Revised on: January 2016, March 2020, May 2021, July 2021

*Note: Revision included the insertion of the word "nicotine" in #4 and the change of policy in the Cross Reference.*

*January 2016 Revision adds definitions as per 16-11-302 MCA and reference to vapor cigarettes*

Public Access to District Records

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

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

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

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

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

6. Records relevant to a controversy to which the District is a party, but which would not be available to another party under the rules of pretrial discovery, for cases pending resolution.

7. Records or portions of records, the disclosure of which would violate personal rights of privacy.

8. Records or portions of records, the disclosure of which would violate governmental interests.

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

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

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

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

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

Legal Reference: Title 20, Ch. 6, MCA School districts  
§ 2-6-109, MCA Prohibition on distribution or sale of mailing lists –  
exceptions – penalty  
§ 2-6-1001, MCA, *et seq.* Public Records

Policy History:

Adopted on: February 2007

Revised on: March 2020

COMMUNITY RELATIONS

4410

Relations with Law Enforcement and Child Protective Agencies

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

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

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

County Interdisciplinary Child Information and School Safety Team

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

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

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

Cross Reference: 4313 Disruption of School Operations

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

Policy History:

Adopted on: February 2007

**Jefferson High School District #1**

**COMMUNITY RELATIONS**

4410

1 Revised on: March 2020



Investigations and Arrests by Police

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

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

Policy History:

Adopted on: February 2007

Revised on:

COMMUNITY RELATIONS

4520

Cooperative Programs With Other Districts, Public Agencies, and Businesses

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

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

The District may enter into interlocal agreements with a unit of the Montana University System, public community college, and/or tribal college, which would allow students enrolled in the 11<sup>th</sup> and 12<sup>th</sup> grades to attend and earn credit for classes not available in the District. Tuition and fees, if assessed, will be provided for in the interlocal agreement.

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

Legal Reference:	§§ 7-11-101, et seq., MCA	Interlocal Cooperation Act
	§§ 20-7-451 through 456, MCA	Authorization to create full service education cooperatives
	§§ 20-7-801, et seq., MCA	Public recreation

Policy History:

Adopted on: February 2007

Revised on:

Registered Sex Offenders

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

Employment

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

School Off Limits

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

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

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

Rights of Parents on the Sex Offender Registry

In the event that a registered sex offender whose victim was a minor has child attending the District, the administrator of the school where the child attends shall be authorized to modify this policy's restrictions to permit the parent to drop off and pick up the child from school and to

1 come onto campus to attend parent-teacher conferences. However, the parent may not linger on  
2 or about school property before or after dropping of his or her child, and the parent is prohibited  
3 from being in any part of the school building except the main office.  
4

5 This policy does not impose a duty upon the administrator of any school or any other employee  
6 of the District to review the Sex Offender Registry and the school system's directory information  
7 to ascertain whether a registered sex offender may have a child attending school in the District.  
8

9 The provisions of this policy shall apply only if an administrator actually becomes aware that a  
10 parent of a student at the school is a registered sex offender.  
11

12 To facilitate voluntary compliance with this policy, administrators are encouraged to speak with  
13 any affected parents upon learning of their status as registered sex offenders to communicate the  
14 restrictions of this policy. At all times, the administrator shall endeavor to protect the privacy of  
15 the offender's child.  
16

17 In the event of a truly exceptional situation such as graduation, a parent on the Sex Offender  
18 Registry may ask the Superintendent for a waiver of this policy to permit the parent to attend  
19 these special events. It is the intent of the Board, however, that these special circumstances be  
20 truly unusual and infrequent occurrences.  
21

22  
23 Legal Reference: § 46-23-501, MCA Sexual or Violent Offender Registration Act  
24 [www.doj.mt.gov/svor/](http://www.doj.mt.gov/svor/) Sexual or Violent Offender Registry

25 Policy History:

26 Adopted on: October 21, 2008

27 Reviewed on:

28 Revised on:

29  
30 *Revision Note:*